To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Accountant Appointment Letter**

Dear Mr./Mrs. [name of the Recipient],

I would like to congratulate you as you have been appointed as the accountant of [mention Company name] effective [mention date]. We found that your skills and experience have matched our requirements for the job. Therefore, we hope that you will play an important role for the betterment of the organization.

The terms and conditions of the employment have been attached in detail along with this letter. If you are willing to accept all the terms and condition of your employment, make sure to sign and return this letter to the company’s address by [mention Date]. If you fail to do that, it will be assumed that you have not accepted the appointment.

For further details or queries, feel free to contact me through the given below contact details.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]