To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Sample Job Appointment Letter**

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

We are pleased to offer you the job post of [mention the Job Post] with [mention Company name] on the following terms and conditions:

**Job Role:**

**Date of Joining:**

**Salary:**

**Probation Period:**

**Work Timings:**

**Paid Leaves:**

**Other Terms:**

For further queries, feel free to contact me directly or simply approach the HR department.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]