**EMAIL TEMPLATE**

**COMPANY APPOINTMENT LETTR**

Address of the employee.

Dear Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Letter of Appointment.**

With referring to your application seeking employment with Company Name and also the subsequent interviews you had with us. We are happy to offer you employment with our organization as Accounts Executive in Grade G7.

**Appointment:** Your appointment as Accounts Executive commenced from \_\_\_\_\_\_**(date)** and you will be on probation for a period of six (6) months from the date of your appointment.

**Salary:**Your monthly salary is Rs 25,000 /-

**Place of work:** Your initial place of work will be the Organization’s Unit located in Hyderabad, India. However, considering Organizational requirements, you may be transferred to any other location.

We welcome you to Company Name family and wish all success in your assignment with us.

Yours sincerely,

For\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Authorized Signatory