



Appointment Letter

Subject: Appointment Confirmation

08/04/2024

gfdgfdgfd

6465465

City, State, ZIP

Dear gfdgfdgfd,

The [Company Name] is happy to extend to you the job as hgfhgfhf with a start date of 2024-08-04, contingent upon [background check, I-9 form, etc.]. You will be reporting directly to hfhgfdgh at jghfhgjfh. We believe your skills and experience are an excellent match for our company. In this role, you will be required to [briefly mention relevant job duties and responsibilities]. The annual starting salary for this position is Rupee 10000 to be paid on a 654 basis by XCasfd, starting on [first pay period]. In addition to this starting salary, you are eligible to receive [Salary, bonuses, Commission structures, etc]. Your employment with [company name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of [company name], you are also eligible for our benefits program, which includes [medical insurance, 401(k), vacation time, etc.], and other benefits which will be described in more detail in the [employee handbook].

Please confirm your acceptance of this offer by signing and returning this letter by 2024-08-04.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]

Signature: [_____]

Printed Name: [_____]

Date: [_____]