

Official Accountant Appointment Letter

Subject: Appointment as Accountant

Dear [Employee's Name],

We are pleased to appoint you as an Accountant at [Company Name], effective from [Start Date].

Your responsibilities will include managing financial records, preparing reports, and ensuring compliance with accounting standards.

Your remuneration, benefits, and working hours are detailed in the attached employment agreement. Please review, sign, and return a copy of this letter as confirmation of your acceptance.

We welcome you to our team and look forward to your valuable contributions.

Sincerely,

[Manager/HR Name]

[Title]

[Company Name]

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