

Formal Faculty Appointment Letter

Subject: Appointment as [Designation] at [Institution Name]

Dear [Candidate Name],

We are pleased to inform you that you have been appointed as [Designation] in the [Department Name] at [Institution Name], effective from [Start Date]. Your appointment is in accordance with the terms and conditions outlined in the institution's policies.

Please report to the Head of Department on your joining date for the formal induction process. We look forward to your contributions towards our academic mission.

Sincerely,

[Principal/Director Name]

[Institution Name]

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