Formal Appointment Letter for New Employee

[Company Name]

Subject: Official Appointment as [Position]
Dear [Recipient Name],
We are delighted to formally appoint you as [Position] in the [Department] at [Company Name],
starting [Start Date]. Your responsibilities include [Brief List of Responsibilities].
Please review the attached documents outlining terms and conditions of employment and provide
your acknowledgment.
Best regards,
[Your Name]
[Your Designation]

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