

# APPOINTMENT LETTER

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**To:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

**Subject:**

Appointment to the Position of [Insert Position Title]

**1. Appointment**

We are pleased to appoint you to the position of [Insert Position Title] at [Company Name]. You will report directly to [Supervisor/Manager Name] and your duties and responsibilities will be as outlined in the attached job description.

**2. Term of Employment**

Your employment shall commence upon acceptance of this letter and will continue until terminated by either party in accordance with this Agreement.

**3. Duties and Responsibilities**

You shall perform all such duties as are customarily associated with your position and such other duties as may be assigned to you from time to time by the Company. You agree to devote your full working time and attention to the business of the Company.

**4. Compensation**

Your annual salary will be [Insert Amount] USD, payable in accordance with the Company's standard payroll practices, subject to all applicable taxes and withholdings.

**5. Benefits**

You will be eligible to participate in the Company's benefits programs as they may be in effect from time to time, subject to the terms and conditions of such programs.

**6. Confidentiality**

You agree that during the term of your employment and thereafter, you will not disclose any confidential information obtained during your employment, except as required by law or with the Company's prior written consent.

**7. Intellectual Property**

All inventions, works of authorship, developments, or improvements conceived or made by you during the term of your employment and related to the Company's business shall be the sole property of the Company.

**8. Termination**

Either party may terminate this Agreement at any time by providing written notice to the other party. Upon termination, you shall return all Company property and confidential information.

**9. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to its conflict of law principles.

**10. Entire Agreement**

This letter, together with any attachments, constitutes the entire agreement between you and the Company regarding your employment and supersedes all prior agreements, whether written or oral.

**11. Acceptance**

Please sign and return a copy of this letter to indicate your acceptance of the terms and conditions set forth herein.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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