On Letter Head]

[Company Name]

[Company Address]

[City, State, Country]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Country]

Dear [Employee's First Name],

Re: Appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of [Company / Vertical / partner name]

We are pleased to formally offer you the position of [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Vertical/ partner name].

After an extensive internal interactions and consideration, it is our belief that your skills, experience, and vision align perfectly with our company's goals and values.

This appointment reflects our confidence in your ability to lead [Vertical and Zone Name] towards greater heights and to drive innovation, growth, and success in the industry.

We believe that your leadership will help us achieve our strategic objectives and continue to build upon our reputation for excellence.

Key details of your Appointment are:

Position:

Reporting to: [Name and Title of the Person You Will Report To], [Their Department]

Start Date: [Starting Date], New vertical appointments to start wef 01-May-2024

Compensation: Your compensation package will include a competitive base salary of [Base Salary Amount and incremental pay schedule wrt business plan (attach)], along with performance-based bonuses and benefits as outlined in our benefits package.

Details of your compensation and benefits will be provided separately.

Equity: Details, if applicable (to start after 1 year, if approved)

Perks: Details, mention authorisations

Work Schedule: As the \_\_\_\_\_\_\_, you will be expected to adhere to a flexible work schedule that accommodates the needs of the business.

Your role as \_\_\_\_\_\_\_\_\_will encompass a wide range of responsibilities, including strategic planning, business development, operational oversight, and fostering a culture of collaboration and innovation. We have every confidence that your leadership will steer [\_\_\_\_\_\_\_\_\_\_\_\_\_] towards continued success.

Please note that your appointment is contingent upon the successful completion of any background checks or reference verifications that may be required by the company policy.

To confirm your acceptance of this appointment, please sign and return a copy of this letter no later than [Acceptance Deadline, to be not earlier than 01-May-2024 for 2024 appointments].

We look forward to welcoming you to the [Vertical name] family and are excited about the future prospects under your leadership. If you have any questions or require additional information, please don't hesitate to the Human Resources Department.

Once again, congratulations on your appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of [Vertical Name].

We are excited to have you on board and are confident that you will contribute significantly to the company's growth and success.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Your Email Address]

I hereby accept the appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at [Vertical Name] under the terms and conditions outlined above.

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

[Employee's Full Name]

[Employee's Signature]