# **Appointment Letter Template – India**

**[Company Name]**  
[Company Address]  
[City, State, PIN]

**Date: [DD/MM/YYYY]**

**To,**  
[Employee Name]  
[Employee Address]

## **Subject: Appointment Letter**

Dear [Employee Name],

We are pleased to confirm your appointment as **[Job Title]** in the **[Department]** of **[Company Name]**, effective from **[Start Date]**. You will report to **[Manager’s Name/Designation]**.

Your place of posting will be **[Location]**.

Your annual **Cost to Company (CTC)** will be **INR [Amount]**, with detailed breakup of salary, allowances, and statutory deductions provided in **Annexure I**.

You will be on probation for a period of **[X months]**. Upon successful completion, your appointment will be confirmed in writing.

Your normal working hours will be **[work hours, e.g., 9:00 AM to 6:00 PM, Monday to Friday]**. You will be entitled to leave as per the company’s leave policy.

You are required to maintain the highest standards of confidentiality and adhere to the company’s code of conduct.

Either party may terminate this employment by giving **[X days/months]** written notice or payment in lieu thereof, as per company policy.

Please sign and return a duplicate copy of this letter as a token of your acceptance.

We welcome you to the **[Company Name]** family and look forward to a long and successful association.

Yours sincerely,  
[Authorized Signatory]  
[Designation]  
[Company Name]

**Acknowledgement:**  
I, [Employee Name], have read, understood, and accepted the terms and conditions of this appointment letter.

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