

Permanent Employee Appointment Letter

Date:

To,

Subject: Appointment as Permanent Employee

Dear _____,

We are pleased to inform you that you have been appointed as a _____ in our organization on a permanent basis, effective from _____.

The terms and conditions of your employment are as follows:

1. Your salary will be _____ per month.
2. Your working hours will be from _____ to _____, Monday to Friday.
3. You will be entitled to benefits as per company policy.
4. All other terms and conditions will be governed by the company's policies and procedures.

Please sign a copy of this letter as a token of your acceptance and return the same to us.

We welcome you to our team and look forward to a fruitful association.

Yours sincerely,

Authorized Signatory

Employee Signature

Authorized Signatory