

Candidate Appointment Notification

Date:

[Insert Date]

To:

[Candidate Name] [Candidate Address]

Subject:

Appointment Notification

Dear [Candidate Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your appointment will be effective from [Start Date].

Please find below the details of your appointment:

- Designation: [Job Title]
- Department: [Department Name]
- Reporting To: [Reporting Manager]
- Location: [Job Location]
- Employment Type: [Full-Time/Part-Time/Contract]

Kindly confirm your acceptance of this appointment by replying to this notification.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]