Appointment letter format

Editable sample letter: replace the details with your own records before signing

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Software Engineer
Workplace: Bengaluru office
Start date: [Joining date]
Reporting to: Engineering manager
Monthly gross: INR 90,000
Dear [Employee Name],
We confirm your appointment as Software Engineer from [Date] at the Bengaluru office. Monthly gross pay on our record is INR 90,000. Probation, notice, and benefits are the annex we attach, not a set of terms this download invents.
This letter is a draft for review. It is not, by itself, a signed employment contract. Please sign the copy we issue and return one copy to the people team.
Signatory: [people team]