Date:

Name of the recipient:  
Complete address of the recipient

**Subject: Appointment letter for the post of company director**

Dear (use the second name with the salutation),

This letter is about your job application ID number 24255 with the number of interviews we conducted with you.

We are very happy to appoint you on the post of director of the company from 1st Feb 2021. It is hereby notified that the following are our terms and conditions:

1. There shall be a probation period of 8 months and this period will start as soon as you start working as a director in the company. Additionally, we will confirm your appointment as a temporary employee if we found you satisfactory. You will be given a full salary for this probation period.
2. The notice period after you have been sent an appointment letter is 40 days. if you don’t contact us within this period, the company reserves the right to hire someone else in the same position.
3. Although you are being employed to the [X] branch of the company located in (mention the city name), the company can transfer you to any other branch whenever it is needed at its discretion.
4. As a director of the company, you will be required to follow all the policies and rules of the company.
5. While your employment contract with the company is ongoing, you cannot work for any other company or any other post with or without remuneration.
6. The company has a right to change the job responsibilities of the person posted on the director of the company.
7. If you want to join another company, you will be required to resign 2-week priors to your last day.
8. We request you to confirm the acceptance of the appointment letter and all the aforementioned terms and conditions by signing this letter and sending us a duplicate of this letter.

I would love to send a warm welcome to you in the company as a director and wish you the best for a successful career in our company.

Regards,

Name of the sender

Signatures of the sender