Date:

Name of the recipient:  
Complete address of the recipient

**Subject: Appointment letter as CEO for [X]**

Dear (use the second name with the salutation),

We are very happy to let you know that we have decided to appoint you as the CEO of ABC Enterprises. Your job in the company will be started from 15th Feb 2021 on the terms and conditions given below:

1. Your basic salary will be [X] which will be paid to you by 5 of every month.
2. Your accommodation and transportation allowance will be [X].
3. The company will revise the salary after seeing your performance and once your probation period of 8 months is over.
4. Your working hours according to the labor law will be 50 hours per week.
5. While you work as CEO of ABC enterprises, you are not allowed to make any commitment related to work with any other organization.
6. You will be given an annual leave of [X] days.
7. If you want to terminate an employee, you will be required to give him the notification of one month.
8. You shall not be allowed to disclose confidential information of the company to anyone.

Please affix your signatures on the copy of this document and send it back to us with acceptance of the terms and conditions that have been mentioned in this letter. We are looking forward to your kind reply.

Thank you.

Regards,

Name of the company,  
Sender's name  
Designation of the sender in the company  
Signatures of the sender