Date:

Name of the recipient:  
Address of recipient:

**Subject: Appointment letter**

Dear [mention the name]

We are very happy to announce that you have passed your interview. Therefore, we are offering you an employment opportunity for the position of an insurance agent in ABC company. This job will be on a contract basis and the company can renew the contract if you work sincerely with us. Following are some terms and conditions of working with us:

1. **Starting date:**

We expect you to join our company from the 10th of March 2021. Again, we will sign a contract of two years with you and hold the right to renew it depending on how you perform and what our mutual agreement with you is.

* **Reporting:**

You are required to start working from the date mentioned above. You will be reporting to your immediate supervisor on 10th March 20XX. You will be in the need to comply with all the rules and regulations of the company at all the time. The company will always expect you to work in a good manner and you will protect the reputation and name of our insurance company.

* **Place of work:**

Based on the decision of the company, right now you will work in our branch located in North America. We will appoint you to the headquarter of the company as soon as the vacancy becomes available.

* **Job responsibilities as an insurance agent:**

We have outlined all the job responsibilities that you will be fulfilling during your contract with our insurance company. You can find the description in the document that we have attached with the job contract since it is an extension of that document. After reading the job description, you will be required to affix your signatures on it. Your signatures will indicate that you have agreed with the terms and conditions of the job.

* **Salary and termination details:**

You will be entitled to a monthly salary of 7585$. This is the basic salary, and it will be subject to all the deductions as per the rules of the company.

The company holds the right to terminate you from the job whenever you are found guilty of doing something unlawful. However, the company is bound to give you the notification 30 days before the termination.

Yours faithfully,

Victoria  
Human resource department  
XYZ Company