Mention the address of the sender:

Date: 13th April 20XX

Name of the recipient,  
Address and contact details of the recipient

Subject: Appointment letter for [X]

Dear ABC,

We are very happy to announce that you have been appointed as a sales executive in the sales department in XYZ Company effective 14th April 20XX.

The timing of your work will be from 9:00 am to 5:00 pm, Monday to Friday. Your salary in the company as a sales executive will be 2000$ which is negotiable. We welcome you to our company with warm wishes and we expect that you will work to your full potential to make the company meet its sales targets. We hope that we will never regret our decision to appoint you on this very post.

In case you want to know the terms and conditions of the job or anything about your appointment, you can read the job offer letter that you have received already.

You can visit the company and talk to the hiring manager to seek information about your job responsibilities as a sales executive.

In case you have any query regarding the job you have been appointed on, you can talk to our HR department. We would like to congratulate you to get hired by our company and becoming a part of it. We are looking forward to reaping fruitful benefits after working within the sales department. Wish you the best of luck.

Regards,

Name of the sender

Sender’s designation