Date:

To

[The Recipient Name]  
[Address]

Recipient’s address

**Subject: Appointment letter for Security Guard at [X]**

We are excited to let you know that you have been selected for the post of [X] security guard at [Company Name] at [Address]. You are expected to join the company from 21st November 20XX.

Your job roles as a security guard will be as follows:

1. Patrolling to monitoring equipment in the possession of the company
2. Permitting entry to people who are relevant to the company
3. Maintaining the secure environment
4. Making the environment safe and sound
5. Responding to emergencies by reacting to the emergency alarm

We have attached a document containing information regarding your job. You are advised to go through this document in detail and then sign all the documents attached with the letter.

The company will be paying you the salary (mention the amount) on the 4th of every month with other benefits. We congratulate you on being chosen to be a part of our family.

To know about job description and salary details please contact [Contact].

Sincerely,

[Your Name]  
[Company Name]