# **Sample of an Appointment Letter**

In ref. to vacancy announcement (Date goes here)

**To,**  
Candidate Initials,  
Residential address,  
Date of writing.

**From,**  
HR of 'Organization name',  
Organization Address,  
HR person details.

**Subject: Good news of the selection of the candidate goes here**

[Body of an appointment letter with the congratulatory message, details of the selection, date of joining, terms and conditions of the company, and any further details goes here]

Best Regards,  
Name of the HR person.