

# Letter of Appointment to Position Sample

Sally Mae  
Brokeland, Idaho

Dear Sally,

We are pleased to inform you that you have been selected for the position of investment manager at Sunrise Investments! We had many qualified candidates, but you seemed to be the best fit for our growing organization!

Your job appointment will begin on Monday, July 1st at 8am. You will receive the salary of \$30,000 per annum, along with any possible bonuses. You will be given one month of paid leave per year, and will have the use of a company car!

We look forward to hearing back from you to accept this position!

Sincerely,  
Sunrise Investments