

From

(Name of the sender)

(Address of the sender)

To,

(Name of recipient)

(Address of the recipient)

(Date)

Dear Sir/ Madam

Subject: Appointment letter for the position of Hair Stylist

We welcome you to (name of the salon/parlor)

Regarding your application and your recent interview with us, we are pleased to offer you the position of Hair Stylist with (mention salon/ parlor) from the effective (mention date). We are very much delighted to have you on board.

The working hours to be followed Monday to Friday working, from (mention hours) including lunch break.

As per our salon/ parlor's protocol, a month-to-month salary (mention the amount) will be credited, and some incentive depends on your performance.

As discussed upon the call, you will be responsible for the following work. Your first and foremost responsibility will be maintaining quality.

You will also be responsible for preparing the hair for styling by analyzing the condition of the hair and providing proper nourishment to the hair and scalp by applying treatments.

As a hairstylist, you will be solely responsible for hair cutting, curling, straightening, trimming, dyeing, bleaching, setting, and tinting.

In this job position, there are some basic responsibilities that you need to take that you should maintain a healthy condition and maintain safety by following our salon/parlor's (mention the name) rules and standards.

You will also be assigned to check stocks, place orders, anticipate needs, verify receipts, confirming appointments.

If you are interested in our job proposal, please express your initiation of the joining formalities by signing and attaching the required documents to the offer letter.

Heartiest congratulations!

Thank you

Yours sincerely,

(Name)

(Handwritten signature)

(Date)

(Designation in the company)