

To,

[Mention the name of the Recipient],

[Mention the address],

Sub: An Appointment Letter for the Role of Chemist

Dear [Mention the name of the Recipient],

We are pleased to extend to you an offer of employment with [mention the name of the organization] as a Chemist.

Your employment tenure starts from [Mention the date of joining] at [mention the time].

Your remuneration will be [Mention the compensation details] as discussed earlier.

There will be probation for a period of [Mention the period of probation].

As a Chemist your job responsibilities will be determining physical and chemical properties, structures, compositions, relationships, and also the reactions of inorganic and organic compounds; using spectroscopy, chromatography, and spectrophotometry techniques; improving, developing, and customizing products, formulas, equipment, processes and analytical methods; conferring with the scientists and the engineers for analyzing, interpreting, and developing tests; introducing light, heat energy, and other chemical catalysts to chemical substances for inducing reactions; writing the technical papers and reports.

also preparing the standards and specifications for tests, processes, and products; maintaining the laboratory instruments, purchasing new laboratory supplies, and troubleshooting malfunctions; ensuring and evaluating compliance with the laboratory safety standards and procedures;

You will have to prepare detailed daily/weekly/monthly reports of your activities if required and provide access to them to the Authorities when requested.

You will keep the organization [Mention the name of the Organization] informed of any change in your residential address, telephone no, and/or civil status, within [Mention the allowed period] of such change.

The entire team of [Mention the name of the Organization] welcomes you.

Best Wishes.

Yours Sincerely

[Mention the sender's name]

[Mention the Designation],

[Mention the date]