

[Your name]

[Your company]

[Date]

[Your address]

Subject: Appointment letter for retainership in [company name]

Dear [candidate name],

Greetings from [company name]

We at this moment are happy and pleased to announce that you are appointed as retainers for our organization [company name]. We are thrilled to have you onboard and look forward to joining us from the effective date [date].

We trust your hard work, dedication and skills will be an asset to us. Your contract period will be _____ months starting from _____ to _____, which can be extended further or canceled depending upon the quality of work you will be providing.

Your payment will be the same as discussed during the interview. You will be required to report to [name] at [location]. During your work will be required to travel up to _____ %.

You will be required to maintain sincerity and the secrecy of the projects provided to you. As discussed during the interview, we believe you will keep your 100% momentum.

We hope your hard work, dedication, and skills will help us to reach greater heights. We are excited to have you onboard and to find what the future holds for us.

If you have any queries related to your salary, payment mode, or role and responsibility, please feel free to reach our organization's HR department [hr department details]. We promise you to provide the extended help required for a smooth onboarding. I wish you all the luck.

Yours faithfully

HR DEPARTMENT

[COMPANY NAME]