

[Mention your name]

[Designation]

[Your company's name]

[Address of your company]

[City]

[Zip code:]

To,

[Concerned person]

[Address]

[City]

[Zip code]

Month/Date/Year

Subject: A Letter of Appointment for The Post of Administrative Officer

Dear Sir,

We are glad to appoint you for the post of Administrative Officer of our organization (Mention the company's name).

You need to reach our office on (Mention Month Date Year) sharp at (Mention the Time) with the required documents (both original and Xerox copies of your Academic and experience certificates along with the joining letter). (Mention Month Date Year) will be your scheduled joining date.

We hope that you will be able to fulfill your responsibilities as an Administrative Officer with sincerity and within the required deadlines. Your major responsibilities will be:

- 1) To facilitate supporting information on the administrative level to the managers of the respective departments and arrange any group meeting if needed.
- 2) Set up rules, regulations, quality guidelines, and measures to regulate accounting and management accurately.
- 3) To provide guidance and services in designing presentation matters and drafting technical documents whenever required.
- 4) Commencing steps to run the activities related to Human Resources.
- 5) Identifying the errors or flaws in the decision-making of any department of our organization and making amendments accordingly.
- 6) To handle and maintain files properly and resolve queries over the phone with professional customer handling skills.
- 7) To maintain the Inventory Records about our Office supplies and periodically monitor the budget of every department of our company.

Your duty hours will be from (Mention the Login Time) and end at (Log out Time).
You will be given a monthly remuneration of (Mention the amount in Numeric figures) along with the performance-based incentive every month.

You will be reporting to (Mention the name of the Supervisor) from the effective joining date (Mention the Month, Date, Year).

Kindly confirm your joining by signing the copy of this appointment and the documents enclosed.

Welcome to our team,

Congratulations,

Yours Dutifully,

Thanking You,

[Your Name]

[Designation]

[Company's Name]

[Office Contact No]