

From,

[Mention the name of the sender]

[Mention the designation of the sender]

[Mention the name of the company]

[Address and contact information of the company]

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact address of the recipient]

Sub: Appointment letter for the post of Senior Network Engineer

Dear (Name of the recipient),

We are pleased to confirm that, you have been selected to work in the post of Senior Network Engineer at the company (Mention the name and details of the company).

Your special expertise and experience of five years in this field have made us believe that you will be the perfect fit for our company.

Your responsibilities as our Senior Network Engineer are:

- Analyze network-related information to determine, and recommend the planned network troubleshooting to increase network uptime
- Providing technical leadership related to efficient network designing
- Showing a high level of vendor managing skills
- Maintain availability of the LAN/WAN by using monitoring tools
- Developing project plans for all network-related projects

Your financial offer for this post:

- Basic Salary: (Mention salary per month)
- Compensations and benefits: group insurance, health care, and transportation.

Additional information about the job is:

You will report to (Mention the name of the person).

Your working hour will be from (Mention the starting time) to (Mention the ending time).

Vacations: (Mention the details).

We are much delighted to send you this job offer letter to get your approval and signature in order to start the job (Mention the details). If you need any kind of assistance, you can contact us at (Mention the details).

We are looking forward to working with you and sharing your ideas as soon as possible.

Thank you very much.

With regards,

[Mention the name of the sender]

[Signature of the sender]