

From,

(Name of the correspondent)

(Address of the sender)

To,

(Name of the recipient)

(Address of the recipient)

(Mention date)

Dear Ma'am/ Sir,

Subject: Appointment letter for the position of customer service trainer.

With reference to your interview at (mention venue of the interview), we would like to offer you the position of customer service trainer at our company (mention company name). We expect that you will be a valuable asset to our company with the knowledge and experience you have.

This position requires an experienced customer service executive who has transitioned into the training world. In this company, you will be responsible for training new and experienced customer service employees, in accordance with the training model of this company. To gain success in his position, you should be good at interacting with positive language with trainees since it will help them learn more and pay more heed to the training program.

According to our discussion over the interview, you will be eligible for a month-to-month salary of (mention salary amount). This payroll will also include all the allowances and medical benefits. In order to confirm this appointment from your side, you will have to send us a signed duplicate copy of this appointment letter within (mention timeline).

Regarding any inquiries or doubts, you can call us at (mention contact details), or you can also mail me at (mention your mailing details, as I will be the primary point of contact from this period).

We hope to hear from you soon within the period above.

Thanking you in anticipation.

Yours sincerely,

(Mention name)

(Signature of the sender)

(Mention date)

(Write designation in the Company)