

[Mention your name]

[Mention your Company]

[Mention the Date]

[Your address]

Subject: Appointment letter for Field Service Representative

Dear [mention the candidate name],

This letter informs you about your confirmation for the job post of field service representative in our company. You will be joining her from the date (mention the date). I know that this letter has been given to you on concise notice, but we decided to appoint you after several discussions. So congratulation on the job.

Your work will undertake customer support tasks, perform troubleshooting, carry work progress nicely, operate, install, balance, and maintain test activities, operate vehicle safety, and many more. As you have all the experience about it, have good English skills we were impressed, and we will be looking forward to working with you soon.

Lastly would also like to inform you that you have to bring all the documents signed and Xeroxed here on the given mentioned date above so be on time. Your salary will be a bit more than what was discussed (mention the salary) due to your experience.

For any further queries, HR will soon be contacting the new employees, or you can also call them at (mention the number) or send an email at (mention the email id).
Thank you.

Yours sincerely,

(Mention the Name)

(Handwritten Signature of the sender)

(Mention the Date)

(Mention your designation in the Company)

