From,

(Name of the sender)

(Address of the sender)

To,

(Name of recipient)

(Address of the recipient)

(Date)

Dear Ma'am/Sir,

Subject: Appointment Letter for The Position of An Occupational Therapist Assistant

Welcome on board!

Referring to your recent interview with the Board of Directors of our hospital (mention the name); we hereby notify you that you have been selected as an Occupational Therapist Assistant in our hospital. We will glad if you accept our offer letter.

Your monthly wages will be (mention amount) and you will be provided some additional benefits along with incentives. Your working tenure will begin on (mention date) and you will be undergoing a probation period starting from (mention date).

This process will help you to adapt to the working environment and various aspects of the work profile smoothly.

Your working hours will be (mention time span) from Monday to Saturday. If you want to take leave, you have to tell the supervisor 1 week prior.

As an OTA, your first and prime responsibility will be assisting Occupational Therapists to treat patients who are suffering due to illness, injuries, and disabilities.

You will also be expected to monitor patients' activities to ensure correct performance and medications.

You will have to keep a record of the patient's weekly progress, maintain the cleanliness of office treatment areas, equipment, and order necessary tools.

If you agreed with our work policy, you are asked to submit all the documents along with the appointment letter within (mention date).

Congratulations!

Thank you

Yours sincerely,

(Name)

(Handwritten signature of the sender)

(Date)

(Designation in the company)