

Appointment Letter Generator

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a formal appointment letter with role, compensation reference, probation, notice, confidentiality, IP and policy adherence. Use it after an offer is accepted. For the initial offer, use the Offer Letter Template.

Purpose of this tool & output

Draft a formal appointment letter

How the output is used

Use it to draft a formal appointment letter with the role, terms, policies and conditions of employment.

Who receives it

The appointment letter is addressed to the joining employee; a signed copy is kept in the personnel file.

How to submit / file it

Issue it on or before the joining date with the annexures and policy references, obtain the signed copy, and file it.

Who should vet it

HR and an employment lawyer for the terms, to confirm the appointment terms are compliant before issue.

Important cautions

AI-generated draft; HR/legal should review before issuing.

Companion documents

- Offer Letter Template
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Probation Confirmation Letter
- Promotion / Increment Letter
- Transfer / Deputation Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.