

Appointment Letter



**Vista Global
Pharma**
Address
p.8006464
f. 30236541 54
www.vista.com

June 1st 2024

Name
Address l1
State

Dear Xyz

We are pleased to extend this offer of employment for the position of [Job Title] at [Your Company Name]. After careful consideration of your qualifications and experience, we believe that you will be a valuable addition to our team. Position: [Job Title] Start Date: [Start Date] Salary: [Salary] Benefits: [List of Benefits, e.g., health insurance, retirement plan, etc.] Working Hours: [Working Hours] Location: [Office Location] You will report directly to [Supervisor's Name], [Supervisor's Job Title], and your primary responsibilities will include [Brief Description of Job Responsibilities]. Please review this offer carefully and let us know if you have any questions or require any further information. If you decide to accept this offer, please sign and return a copy of this letter by [Acceptance Deadline Date]. Upon acceptance, we will provide you with additional details regarding the onboarding process. We are excited about the opportunity to welcome you to [Your Company Name] and look forward to the contributions we know you will make to our team.

Welcome to ByteCrafts Pharma

Sincerely,

HR name
Manager, Human Resource and Talent Recruiting

I agree to the terms and accept this offer of employment.

Name: _____
Signature: _____
Date: _____