Application for Job Appointment Letter

[Name]

Director

[Organization]

[Address]

Subject: Request for Job Appointment Letter

Respected Sir/Madam,

I am [Your Name] working for the AH Foundation as a marketing officer in the marketing division since October. I was informed when I was hired that my appointment letter would be delivered with my pay at the end of the month.

I started working on October 1st, and the month is now over. As a result, I'm requesting that you give me an appointment letter as a marketing officer at the AH Foundation for my personnel file.

Sincerely Yours,

[Employee Name]

[Designation]

[Organization]