

[Letterhead of the Company]

[Date]

[Name of the Trainee Engineer]
[Address]
[Postal Code]

Dear [Name of the Trainee Engineer],

I am pleased to offer you an appointment to the position of Trainee Engineer with the [Name of the Department] in [Name of the Company]. This training position is for a ___-year term beginning on [Date] and ending on [Date]. You will be on probation for ___ months. If you successfully complete the training program, you will be offered a permanent position as [Position or Job Title].

Your starting salary will be [Amount] (\$00.00) per month. In addition, you will receive an annual allowance of [Amount] (\$00.00).

The Training Contract is attached to this letter. Congratulations on your appointment. Should you have any questions concerning the contract, please contact me at [Contact Details].

Sincerely,

[Name and Signature]
[Position]
[Company Name]
[Official Seal of the Company]



Appointment Letter For Software Engineer

Tobias Bleicker



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