Complete Appointment Letter Checklist

Section	Included	Required	Purpose
Company Letterhead	✔	✔	Official authenticity
Date & Reference Number	✔	✔	Record keeping
Candidate's Details (Name, Address)	✔	✔	Personalization and identification/
Subject Line	✔	✔	Clear intent of the letter
Opening Line / Congratulatory Note	✔	✔	Welcoming tone
Designation & Reporting Manager	✔	✔	Role clarity
Place of Posting / Work Location	✔	✔	Important for legal clarity, especially remote roles
Working Hours	✔	✳	Useful, not always mandatory
Salary / Compensation (CTC + Breakdown)	✔	✔	Must for offer clarity
Probation Period	✔	✔	Standard clause for all new employees
Confirmation Clause	✔	✔	Defines conversion from probation to permanent
Leave Policy	✔	✳	Not legally required, but highly recommended
Code of Conduct & Confidentiality	✔	✔	Prevents IP leaks and bad practices
Termination Clause (Notice Period)	✔	✔	Protects both employer and employee
IP Ownership Clause	✔	✳	Critical for IT/startups dealing with software/code/IP
Background Verification Clause	✔	✳	Safety & credibility
Acceptance Section (Signature Block)	✔	✔	Legal acknowledgment by the employee
HR Signoff (Authorized Signatory)	✔	✔	Makes it an official offer

✳ = Optional but strongly recommended
✔ = Included and valid in the format I gave