

# Managerial Appointment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you of your appointment to the position of [Job Title] effective [Effective Date]. This decision has been made as part of our commitment to enhancing the management structure of our organization.

In this role, you will be responsible for [Brief Description of Responsibilities]. Your reporting manager will be [Manager's Name]. You are expected to bring your expertise and leadership skills to this position to help drive our team towards success.

Your starting salary will be [Salary Amount] per [Year/Month/Hour], with additional benefits including [List of Benefits]. We are confident that you will excel in this new position and contribute significantly to our company.

We would like to thank you for your continued commitment and hard work. Should you have any questions regarding your new role, please do not hesitate to reach out.

Congratulations on your new position!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]