

Formal Appointment Letter

Subject: Appointment as Marketing Executive

Dear [Candidate Name],

We are pleased to inform you that you have been selected for the position of Marketing Executive at [Company Name]. Your appointment will commence on [Start Date].

As a Marketing Executive, you will report directly to the Marketing Manager and will be responsible for developing and executing marketing strategies, conducting market research, and promoting our brand.

Please confirm your acceptance of this appointment by replying to this email by [Response Date].

We look forward to welcoming you to our team.

Sincerely,

[Sender Name]

[Designation]

[Company Name]

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