

Formal Appointment Letter for Sales Executive

Subject: Appointment as Sales Executive

Dear [Candidate Name],

We are pleased to inform you that you have been appointed as a Sales Executive at [Company Name] effective from [Start Date].

Your primary responsibilities will include achieving sales targets, managing client relationships, and promoting our products and services. Your initial salary will be [Salary Details] along with applicable benefits.

Please report to [Manager/Supervisor Name] on your first day. Kindly sign and return a copy of this letter as an acknowledgment of your acceptance.

We look forward to your contributions and wish you a successful career with our organization.

Sincerely,

[HR/Manager Name]

[Company Name]

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