

Appointment Letter for Sales Manager with Probation

Subject: Appointment as Sales Manager

Dear [Candidate Name],

We are delighted to offer you the position of Sales Manager at [Company Name], effective from [Start Date]. Your appointment is subject to a probationary period of [Duration], during which your performance will be evaluated.

Your role will include leading the sales team, setting targets, and strategizing to enhance business growth. Your remuneration during probation will be [Salary/Compensation Details], with applicable benefits.

Please confirm your acceptance by signing and returning this letter. We look forward to your leadership and contributions.

Sincerely,

[HR Manager Name]

[Company Name]

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