

Immediate Joining Appointment Letter

Subject: Immediate Appointment “ Sales Executive

Dear [Candidate Name],

We are pleased to appoint you as Sales Executive at [Company Name] effective immediately. Your responsibilities will include achieving sales targets and assisting in client management.

Your salary will be [Salary Details] with standard benefits. Please report to [Supervisor Name] today and bring the required documents for HR formalities.

Welcome aboard, and we look forward to your contribution.

Sincerely,

[HR Manager Name]

[Company Name]

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