Project Manager Appointment Letter Template

[Company Letterhead]

[Date]

[Project Manager's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Project Manager's Name],

We are excited to extend an appointment to you as a Project Manager at [Company Name]. Your leadership skills and project management expertise are essential for the successful execution of our projects.

Project Manager Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Attached are the details of your project manager role, including your responsibilities, project scope, and other relevant information. If you have any questions or need further clarification, please do not hesitate to contact us.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We are confident that your contributions will lead to the successful completion of our projects.

Best regards,

[Your Name]

[Your Title]

[Company Name]