HR Manager Appointment Letter Template

[Company Letterhead]

[Date]

[HR Manager's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [HR Manager's Name],

We are excited to offer you an appointment as an HR Manager at [Company Name]. Your expertise in human resources and your commitment to fostering a positive workplace align perfectly with our organization's values.

HR Manager Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Please find attached the terms and conditions of your HR manager appointment, including your responsibilities, compensation, and other pertinent details. If you have any questions or need further clarification, please do not hesitate to contact us.

To accept this offer, kindly sign and return this letter by [Acceptance Deadline]. We eagerly anticipate your positive response and your role in shaping our HR practices.

Best regards,

[Your Name]

[Your Title]

[Company Name]