

Format Of Appointment Letter For General Manager

[Company Logo]

[Date]

[General Manager's Name and Address]

Dear [General Manager's Name],

We are pleased to offer you the position of General Manager at [Company Name]. We believe that your skills and experience make you an excellent fit for this role, and we are excited to have you join our team.

Your employment will begin on [Start Date], and you will be reporting directly to the [CEO/Managing Director]. As General Manager, you will be responsible for [list of responsibilities]. You will also be expected to lead and manage the team effectively to achieve our organizational goals.

Your compensation package for this position will include an annual salary of [Salary Amount], health benefits, and other employee benefits as per company policy. You will also be entitled to [list other benefits].

As a member of our team, you will be expected to comply with our company policies and procedures, maintain high standards of work ethics and professionalism, and contribute to our positive work culture.

Please sign the enclosed copy of this letter to indicate your acceptance of this offer and return it to us by [Date]. If you have any questions or concerns regarding this offer, please do not hesitate to contact us.

We are excited to have you on board and look forward to working with you.

Sincerely,

[Your Name]

[Title]

[Company Name]