

# Sample General Manager Appointment Letter For Government And Public Administration

Dear [Recipient's Name],

Subject: Appointment as General Manager - [Government/Public Administration Department]

I am pleased to inform you that you have been selected for the position of General Manager in the [Government/Public Administration Department] at [Organization Name]. Your selection is a testament to your exceptional skills, expertise, and dedication to public service.

Your employment will commence on [Start Date], and you will report directly to [Supervisor's Name], [Supervisor's Title]. Your primary responsibilities will include [list of primary responsibilities].

Please find below the terms and conditions of your employment:

Position: General Manager - [Government/Public Administration Department]

Salary: Your annual gross salary will be [insert amount], payable in [insert frequency] installments, subject to statutory deductions.

Probationary Period: You will be on probation for a period of [insert duration], during which your performance will be assessed.

Working Hours: Your regular working hours will be [insert hours] per week.

Benefits: You will be entitled to [list of benefits, e.g., health insurance, retirement benefits, etc.] as per the organization's policies.

Vacation: You will be entitled to [insert number] days of paid leave per year.

Termination: Your employment may be terminated in accordance with the organization's policies and applicable laws.

Confidentiality: You will be required to sign a confidentiality agreement to protect sensitive information.

Code of Conduct: You are expected to adhere to the organization's code of conduct and uphold its values.

Other Terms: [Include any other relevant terms and conditions specific to your organization.]

Please review this letter carefully, and if you agree with the terms outlined herein, please sign and return a copy of this letter by [insert date]. If you have any questions or require further clarification, please do not hesitate to contact me.

We are confident that your expertise will significantly contribute to the success and growth of the [Government/Public Administration Department] at [Organization Name]. We look forward to welcoming you on board.

Yours sincerely,

[Your Name]

[Your Title]

[Your Contact Information]