

Formal Appointment Letter for General Manager

Subject: Appointment as General Manager

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for the position of General Manager at [Company Name], effective from [start date]. Your experience, leadership skills, and strategic vision make you an ideal fit for this role.

As General Manager, your responsibilities will include overseeing daily operations, managing departmental heads, developing strategic plans, and ensuring company objectives are achieved. Your reporting will be directly to the Board of Directors/Managing Director.

Your terms of employment include a monthly salary of [amount], along with benefits as outlined in the company policy. Additional details, including performance evaluation criteria, will be provided during orientation.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [deadline date]. We look forward to your leadership and contribution to the organization's success.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

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