## **Managing Director Appointment Letter Template**

managing Director Appointment Letter Template
[Your Company Logo]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],
We are delighted to extend this offer of employment for the position of Managing Director at [Your
Company Name]. We believe that your extensive experience, proven leadership skills, and
dedication to excellence make you the ideal candidate to lead our organization to new heights.
Position: Managing Director
Start Date: [Start Date]
Location: [Location]
Terms of Employment:
[Include any specific terms and conditions of employment, such as probationary period, working
hours, compensation package, etc.]
Responsibilities:
[List the key responsibilities and duties associated with the role of Managing Director.]
Compensation and Benefits:
Your compensation package will include a competitive salary of [Salary Amount], payable
[monthly/bi-weekly].
[Include details of any additional benefits, such as health insurance, retirement plans, etc.]
Reporting:
You will report directly to [Name and Position of the Supervisor/Board of Directors].
Probationary Period:
Your initial [insert duration, e.g., 3 months] will be considered a probationary period, during which

time your performance will be assessed. Termination: Employment with [Your Company Name] is at-will. This means that either party may terminate the employment relationship at any time, with or without cause and with or without notice. Confidentiality: You will be expected to sign a confidentiality agreement, thereby agreeing to protect and maintain the confidentiality of [Your Company Name]'s proprietary information. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Date, typically within two weeks of the offer]. We are excited to welcome you to our team and look forward to your valuable contributions to the success of [Your Company Name]. If you have any questions or need further information, please do not hesitate to contact me. Sincerely, [Your Name] [Your Title] [Your Contact Information] I hereby accept the position of Managing Director at [Your Company Name] and agree to the terms

and conditions outlined in this offer letter.

Date: \_\_\_\_\_

Signature: