

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.

Signature: _____

Date: _____