

Informal Email Appointment

Subject: Welcome Aboard as General Manager

Hi [Candidate's First Name],

We're excited to officially welcome you to [Company Name] as our new General Manager starting [start date]! Your proven experience and leadership style are exactly what we need to drive the company forward.

Your main responsibilities will be overseeing daily operations, guiding departmental heads, and implementing our strategic plans. HR will provide the detailed terms and benefits separately.

Please reply to this email to confirm your acceptance. Looking forward to having you on the team!

Cheers,

[Your Name]

[Designation]

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