

Probation Appointment Letter

Subject: Appointment on Probation as General Manager

Dear [Candidate's Name],

We are pleased to offer you the position of General Manager at [Company Name] on a probationary period of [duration], starting from [start date].

During probation, your performance, leadership, and adaptability will be evaluated. You will report to [supervisor/board] and your salary and benefits will be in accordance with company policy.

Confirmation of permanent appointment will follow upon successful completion of probation.

Please confirm acceptance of this appointment by signing and returning this letter.

Best regards,

[Your Name]

[Designation]

[Company Name]

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