

Appointment with Confidentiality Clause

Subject: Appointment as General Manager with Confidentiality Agreement

Dear [Candidate's Name],

We are pleased to appoint you as General Manager at [Company Name], effective [start date]. This appointment is contingent upon your acceptance and signing of the attached confidentiality and non-disclosure agreement.

Your responsibilities include overall management, strategy implementation, and ensuring compliance with company policies. Your compensation and benefits will be provided as per the company policy document.

Please review, sign, and return this letter along with the confidentiality agreement to confirm your acceptance.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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