

General Manager Appointment Letter Template For Restaurant

Dear [Employee's Name],

Re: Appointment as General Manager

We are pleased to inform you that, following a thorough evaluation of your qualifications and experience, we have decided to appoint you as the General Manager of [Restaurant Name], effective from [Start Date].

As the General Manager, you will play a crucial role in the overall operation and success of the restaurant. Your responsibilities will include but are not limited to:

Overseeing day-to-day operations, including staffing, customer service, inventory management, and financial performance.

Developing and implementing operational policies and procedures to ensure the highest level of service quality and customer satisfaction.

Managing and supervising staff, including hiring, training, and performance evaluation.

Implementing marketing and promotional activities to attract and retain customers.

Monitoring and managing financial performance, including budgeting, cost control, and revenue generation.

Ensuring compliance with all relevant health, safety, and sanitation regulations.

Representing the restaurant in a professional and positive manner within the community.

You will report directly to [Name and Title of Supervisor/Owner] and will work closely with other members of the management team.

Your annual salary will be [Salary Amount], payable on a [Frequency of Payment] basis, subject to standard payroll deductions. You will also be eligible for [List any additional benefits, such as health insurance, retirement plan, etc.].

Your employment with [Restaurant Name] is at-will, which means that either party may terminate the employment relationship at any time, with or without cause or notice.

Please confirm your acceptance of this appointment by signing and returning a copy of this letter by

[Acceptance Deadline, typically 7 days from the date of this letter].

We look forward to having you on board as the General Manager of [Restaurant Name]. We are confident that your skills, experience, and dedication will be instrumental in the continued success of our restaurant.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Restaurant Name]

[Contact Information]