

Sample General Manager Appointment Letter For Hotel

Dear [Recipient's Name],

Re: Appointment as General Manager

I am delighted to inform you that, after careful consideration and evaluation of your outstanding qualifications and experience, we have selected you to be the General Manager of [Hotel Name]. We believe that your extensive background in the hospitality industry, combined with your proven leadership skills, make you the perfect fit for this crucial role.

Your official start date will be [Start Date], and your initial compensation will be [Salary], payable on a [Frequency] basis. This position reports directly to [Reporting Authority's Name and Title]. You will be responsible for overseeing all operational aspects of the hotel, including but not limited to, staff management, guest satisfaction, financial performance, and overall guest experience.

We have great confidence in your ability to lead the team and uphold the high standards of service and quality that [Hotel Name] is known for. Your passion for the hospitality industry and commitment to excellence align perfectly with our vision and values.

Please review the attached document outlining the terms and conditions of your employment, including benefits, responsibilities, and other relevant details. If you have any questions or concerns, do not hesitate to reach out to [Contact Person's Name and Contact Information].

We look forward to welcoming you to the [Hotel Name] family and are excited about the positive impact we know you will have on our team and guests.

Once again, congratulations on your appointment as General Manager. We are confident that under your leadership, [Hotel Name] will continue to thrive and exceed expectations.

Yours sincerely,

[Your Name]

[Your Title]

[Hotel Name]