

Project Manager Appointment Letter

[Your Company Letterhead]

[Date]

[Applicant's Full Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Full Name],

I am pleased to offer you the position of Project Manager with [Your Company Name]. Your skills and experience are exactly what we are looking for, and we believe you will make a significant contribution to our organization.

As Project Manager, you will be responsible for overseeing and coordinating various projects from conception to completion. Your duties will include developing project plans, monitoring progress, and ensuring that projects are completed on time, within budget, and to the satisfaction of our clients.

Your starting date will be [Date], and your initial compensation will be [Salary]. You will be eligible for [benefits such as health insurance, retirement plans, vacation, and sick leave] in accordance with company policy.

We believe that you have the necessary qualifications, experience, and personal qualities to excel in this role. We are confident that you will make a valuable addition to our team, and we look forward to working with you.

Please indicate your acceptance of this offer by signing and returning one copy of this letter to us no later than [Date]. If you have any questions or concerns, please do not hesitate to contact us.

We are excited about having you on board and look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]