

# Agile Project Manager Sample Appointment Letter

Dear [Employee's Name],

Re: Appointment as Agile Project Manager

I am delighted to extend our offer of employment to you for the position of Agile Project Manager at [Company Name]. We were highly impressed with your experience and expertise in Agile methodologies, and we believe that your skills will be a valuable addition to our team.

Your employment with [Company Name] will begin on [Start Date]. You will report directly to [Supervisor's Name] in the [Department/Team]. Your primary responsibilities will include facilitating Agile processes, helping teams prioritize and deliver features in short iterations, and promoting adaptability to changing requirements.

Details of your compensation package, including salary, benefits, and any other pertinent information, are included in the attached document.

Please review the attached document carefully and, if everything is in order, sign and return one copy to us at your earliest convenience.

If you have any questions or require further information, please do not hesitate to contact [HR Contact Name] at [HR Contact Phone] or [HR Contact Email].

We are excited to welcome you to the [Company Name] team and look forward to working together to achieve our project goals.

Sincerely,