

# Scrum Master Appointment Letter Template

Dear [Scrum Master Candidate's Name],

Re: Appointment as Scrum Master

I am pleased to inform you that after careful consideration and evaluation of your qualifications and experience, we have decided to offer you the position of Scrum Master at [Your Company], effective [Start Date].

We believe that your skills, experience, and passion for agile methodologies will be a valuable addition to our team. Your role will be critical in facilitating our Agile processes and ensuring that our development teams work efficiently and effectively towards our common goals.

Your key responsibilities will include, but are not limited to:

1. Leading and facilitating Agile ceremonies such as sprint planning, daily stand-ups, sprint reviews, and sprint retrospectives.
2. Collaborating with product owners, development teams, and stakeholders to ensure clear communication and alignment of goals.
3. Removing impediments and ensuring a smooth workflow for the development team.
4. Monitoring and tracking team progress through the use of Agile tools and metrics.
5. Promoting and fostering a culture of continuous improvement within the team.

Your compensation package will be detailed in a separate document, which will be provided to you along with this letter.

Please take some time to review this offer and, if you find it satisfactory, please sign and return a copy of this letter by [Acceptance Deadline]. If you have any questions or require further clarification, please do not hesitate to reach out to me.

We are excited to have you join our team and are looking forward to the positive impact we believe you will bring. Once again, congratulations on your appointment.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Your Company]