

IT Project Manager Sample Appointment Letter

Dear [Applicant's Name],

RE: Offer of Employment " IT Project Manager

We are pleased to extend an offer of employment for the position of IT Project Manager at [Company Name]. After careful consideration of your qualifications and experience, we are confident that you will be a valuable addition to our team.

Position: IT Project Manager

Start Date: [Start Date]

Location: [Office Location]

Terms of Employment:

- Your employment with [Company Name] will be on a full-time basis.
- You will be paid an annual salary of [Salary Amount], payable monthly.
- You will be eligible for [Company Name]'s standard benefits package, including health insurance, dental insurance, retirement plan, and paid time off, in accordance with the company's policies.

Responsibilities:

As an IT Project Manager, you will be responsible for [Brief Description of Responsibilities]. You will report directly to [Supervisor's Name] and work closely with cross-functional teams to ensure the successful execution of IT projects.

Probation Period:

Your employment will be subject to a [Length of Probation Period]-month probationary period, during which time your performance will be evaluated. At the end of this period, we will conduct a formal review to determine if your employment will continue.

Confidentiality and Non-Compete Agreement:

As a condition of your employment, you will be required to sign and abide by the company's Confidentiality and Non-Compete Agreement.

Termination:

Either party may terminate the employment relationship at any time, with or without cause and with or without notice.

We are excited to have you join our team and look forward to working together to achieve [Company Name]'s IT objectives. Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Once again, congratulations on your new position. We look forward to your contributions to our IT projects.

Sincerely,

[Your Name]

[Your Title]

[Company Name]