horizontal line

**Private Company Job Appointment Letter**

**XYZ Private Limited  
123 Business Road  
Hometown, NY 12345  
Email: hr@xyzprivatelimited.com  
Phone: 555-123-4567  
Date: May 27, 2024**

**John Doe  
456 Maple Street  
Hometown, NY 12345**

Dear John Doe,

### **Subject: Job Appointment Letter**

We are pleased to inform you that you have been selected for the position of **Marketing Manager** at **XYZ Private Limited**. We were impressed with your background and skills, and we are excited to have you join our team.

**Position Details:**

* **Job Title:** Marketing Manager
* **Department:** Marketing
* **Start Date:** June 15, 2024
* **Reporting To:** Jane Smith, Director of Marketing
* **Work Location:** XYZ Private Limited Headquarters, 123 Business Road, Hometown, NY 12345

**Compensation and Benefits:**

* **Salary:** $75,000 per annum, paid monthly
* **Benefits:** Health insurance, retirement plans, annual performance bonuses
* **Other Perks:** Company car, gym membership, flexible working hours

**Responsibilities:**

As a Marketing Manager, your primary responsibilities will include, but are not limited to:

* Developing and implementing marketing strategies
* Managing the marketing team
* Overseeing the marketing budget
* Conducting market research to identify trends and opportunities
* Coordinating with other departments to ensure alignment of marketing strategies

**Working Hours:**

Your working hours will be from 9:00 AM to 5:00 PM, Monday to Friday. You may be required to work additional hours as necessary to fulfill your duties.

**Probation Period:**

You will be on a probation period of three months, starting from your first day of work. During this period, your performance will be reviewed, and upon satisfactory completion, you will be confirmed as a permanent employee.

**Terms and Conditions:**

Please find enclosed a copy of the company's employee handbook, which details our policies and procedures. We expect you to comply with all the company rules and regulations.

**Acceptance:**

Please sign and return a copy of this letter by June 5, 2024, to confirm your acceptance of this offer. We look forward to your positive response and are excited to welcome you to XYZ Private Limited.

If you have any questions or need further information, please do not hesitate to contact Jane Smith at jane.smith@xyzprivatelimited.com or 555-987-6543.

Congratulations and welcome aboard!

Sincerely,

**Michael Anderson  
HR Director  
XYZ Private Limited**