
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