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# Appointment Letter For Manager

**Company Name**

123 Corporate Lane

Business City, NY 12345

Phone: 555-123-4567

Email: hr@company.com

May 27, 2024

**John Doe**

123 Maple Street

Boston, MA 02108

johndoe@email.com

Dear John Doe,

**Subject: Appointment as Manager**

We are pleased to offer you the position of Manager at [Company Name], effective [Start Date]. Your expertise and experience in [relevant field or industry] have impressed us, and we are confident that you will make a significant contribution to our team.

**Position:** Manager

**Department:** [Department Name]

**Start Date:** [Start Date]

**Reporting To:** [Supervisor's Name and Title]

**Compensation and Benefits:**

- **Salary:** \$[Annual Salary]

- **Benefits:** [Health insurance, retirement plans, bonuses, etc.]
- **Other Perks:** [Company car, gym membership, etc.]

**Responsibilities:** Your role as Manager will include, but not be limited to, the following responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We request that you review and sign the enclosed copy of this appointment letter to confirm your acceptance of the position. Please return the signed copy to us by [Acceptance Deadline].

We are excited to welcome you to our team and look forward to your positive contributions. Should you have any questions or need further information, please do not hesitate to contact me at [HR Contact Information].

Congratulations and welcome aboard!

Sincerely,

**Jane Smith**

HR Director

[Company Name]

Phone: 555-987-6543

Email: jane.smith@company.com