To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: General Manager’s Appointment Letter**

Dear Mr./Mrs. [name of the Recipient],

We are pleased to inform you that you have been duly appointed as the General Manager of [Company Name] by the Board of Directors of the company. This appointment will begin as at [mention date] and is subject to following terms and conditions:

1. Your work timings will be from 9 AM to 5 PM.
2. Your probation period will be of three months. After the completion of probation period, you employment status will be changed to permanent.
3. Your monthly salary is [mention Amount].
4. You will be entitled to a paid leave of 15 days per year.

As the GM of the company, your main role will be to regulate and monitor day to day activities. Furthermore, you will be devising new strategies and set goals for every department and then take a follow up for such goals. At the end of every month, the progress reports and production statistics will be required from you by the Board of Directors.

We would like to congratulate you on becoming the General Manager of our company and wish you best of luck. I hope that the company will grow more with your expertise and skills. You will definitely play an integral part in the overall growth and development of the company.

For further queries, feel free to contact me directly or simply approach the HR department.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]