To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Sales 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 Sales Manager of [Company Name]. 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.

We would like to congratulate you on becoming the Sales Manager of our company and wish you best of luck. I hope that the company will grow more with your expertise and skills.

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]