Date:

Name of the recipient:

Complete address of the recipient

**Subject: appointment letter for [NAME] as manager in [COMPANY]**

Dear (use the second name with the salutation),

It is of great pleasure for me to inform you that after having your job application reviewed, I have decided to hire you for my company as a manager. After the interview on 5th Jan 20XX with ABC Company, you have been appointed by the company as a manager. Your job will be effective from 10th Feb 20XX. We have felt that you have the most suitable and extensive experience of working as a manager. Therefore, we are hopeful that you will prove yourself to be our best choice.

Please write us back with your signatures affixed on the copy of this letter as your acceptance of our job offer letter. We are looking forward to your kind reply.

Thank you.

Regards,

Name of the company,  
Sender's name  
Designation of the sender in the company  
Signatures of the sender