Date:

Name of the recipient:

Complete address of the recipient

**Subject: Appointment letter for sales manager**

Dear (use the second name with salutation),

With reference to your recent interview with the ABC company for the post of sales manager, we are happy to inform you that we are making an offer to you for this position effective from 15th Feb 2021 with the following terms and conditions:

1. We are offering a salary of $[AMOUNT].
2. After joining the company, you will have to serve the company on probation period for 6 months.
3. If the candidate wants to leave the company for any reason, he will have to give the notice period prior to leaving.

Name of the person writing the appointment letter:

Signatures of the sender

Designation of the sender in the company