**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Job duties description regarding [ABC]**

Dear Mr. ABC,

Congratulations on having been hired as a secretary in our management department. Your job will be effective from 16th October 2022, main job responsibilities will be:

You will be required to perform the following roles while working in the above-mentioned position.

* Acting as a link between the company and its clients and customers for an effective communication
* Planning the entire work process of the management department.
* Handling delicate matters of the organization with a sense of responsibility
* Maintaining a good knowledge of everything that happens in the department and the way everyone plays their managerial role.
* Discussing the performance of every individual with the employer.
* Managing the relationship of the company with its vendors and clients.

Please note that it is a full-time job opportunity for you, and you will be paid the basic salary (mention the salary) along with allowances (give details of the allowances).

If you have any queries regarding the job description of the secretary in the management department, you can contact Mr. Joseph, the manager of the company. Furthermore, you are required to share the list of the following documents that are missing from your file.

Thank you so much for choosing our company to work with. We look forward to a healthy relationship with you.

Yours sincerely.

Name of the sender  
Sender’s designation in the company  
Name of the company