**LETTER TEMPLATE**

**COMPANY APPOINTMENT LETTER**

July 6, 20XX

Avi Shah

333 Mall Road

Brookfield, Bengaluru 560037

+91-99999-00000

Dear Ms Dhar,

Thank you for taking the time to meet with our hiring team. We are pleased to formally offer you the role of customer service manager on the following terms and conditions:

**\*Position:** Customer service manager\*

\***Job description:** Oversee a team of 30 customer service representatives, manage customer surveys and log customer comments\*

\***Start date:** August 1, 20XX\*

\***Position hours:** Monday through Friday, 10 a.m. to 6 p.m.\*

\***Salary:** ₹5,00,000 per year\*

\***Benefits**: Insurance, pension and 20 paid days off\*

If you accept, please review and sign the attached forms before July 20, 20XX.

Sincerely,

Avi Shah

Hiring manager, Tech World Electronics