**LETTER TEMPLATE**

## APPOINTMENT LETTER FOR MARKETING MANAGER

Date: \_\_\_\_\_\_\_

Ms. Minahil Qasim  
Postal Code:  
New York, United States

**Subject: Letter of Appointment for Marketing Manager**

Respected Ms. Minahil,

We are pleased to offer you employment in our company in the capacity of the Marketing Manager starting of employment on **[Date].** You will be on for a period of Three months, which may be reduced or further extended at the sole direction of the organization. Your salary will be $6000/- per month inclusive of all benefits. Please sign on the duplicate copy of this letter as evidence of your acceptance.

We are pleased that you will be working with our office and look forward to your success.

Manager HR Company seal

OBTC Marketing Services

My signature indicates that I accept the position as Designation as described above.

Name of Applicant and Signature

Date