**Appointment Letter Format for HR Manager**

[Company Name]

[Date]

Dear [HR Manager's Name],

We are delighted to offer you the position of HR Manager at [Company Name], effective [Start Date]. Your extensive experience and skills make you a valuable addition to our organization, and we look forward to welcoming you to our team.

Terms and Conditions of Employment:

Position: HR Manager

Start Date: [Start Date]

Compensation: Your annual salary will be [Salary], payable on a [Payment Schedule], and subject to statutory deductions.

Benefits: You will be eligible for [List of Benefits], in accordance with the company's policies.

Probation Period: You will be on probation for a period of [Probation Period], during which your performance will be evaluated.

Responsibilities:

As an HR Manager, your responsibilities will encompass but are not limited to:

Developing and implementing HR policies, procedures, and programs.

Overseeing recruitment, onboarding, and talent management.

Managing employee relations and conflict resolution.

Ensuring compliance with labor laws and regulations.

Handling other HR-related tasks as needed by the company.

Termination:

The employment relationship can be terminated by either party with written notice, as per the company's termination policies.

Confidentiality:

Throughout your employment, you may have access to confidential company information. You are expected to maintain the utmost confidentiality concerning this information, both during and after your employment.

Please sign and return this letter to confirm your acceptance of the position. If you have any questions or require further information, do not hesitate to contact us.

We are eager to have you as a part of the [Company Name] team and anticipate your contributions to our ongoing success. Your expertise and knowledge will be a great asset to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature, if sending a hard copy]

Accepted by:

[HR Manager's Name]