

To,

(Name of the recipient)

(Address of the recipient)

(Mention the Date)

Subject: Appointment letter for Security Manager

Dear Ma'am/ Sir,

This letter is to inform you that you have been appointed for the post of security manager in our company (mention the company). Here your joining date will be from (mention the date) and the timings will be from (mention the time). As we are very particular about rules and regulations we want everyone to be present in the office at the mentioned time above.

Here you will develop security policies and procedures, control budgets and monitor expenses supervise security guards, attend meetings with managers, coordinate security operations, respond to emergencies and alarms, review reports, resolve issues, create reports for security status, and many more.

As you have experience with this but we still want you to go through the documents for your better knowledge. Also, bring the other documents signed and Xeroxed on your joining date for an easy process.

Your salary will be around (mention the salary) with this many other facilities will be given to you (mention the health benefits, oral care, transportation). If you have any other doubts you can clear them from HR at the number (mention the number) or send an email at (mention the email id).

We all are looking forward to working with you and wishing you all the best for the new job.

Yours sincerely,

(Mention the Name)

(Handwritten Signature of the sender)

(Mention the Date)

(Designation in the Company)