

From

[Mention the full name of the sender]

[Mention the address of the sender]

To,

[Mention the full name of the recipient]

[Mention the address of the recipient]

[Mention the relevant date]

Subject – Appointment Letter for Athletic Director

Dear [mention the relevant salutation],

This letter is to inform you that you have been selected for the position of Athletic Director at the Institute of [mention the full name of the institution], at [mention the state name] and you are required to join immediately on [mention the relevant date].

You would, first, be required to go through all the athletic programs that are being run by the institution at present, and present a detailed report on the state of such programs along with any necessary changes that should be made, if required, for the improvement of the concerned programs.

We here at [mention the full name of the institution] are very focused and determined to provide the students with a proper base to excel in their career choice and so we expect a very professional approach from your side.

With respect to your pay, it has been made clear to you that you would be paid [mention the relevant Dollars] Dollars and extra incentives only when there are additional achievements out a specific program.

If you feel that this is the place for you, do contact us immediately, or else send this offer letter back to us with your approval and a Xerox copy of your identification documents.

Yours Sincerely,

[Mention full name of the sender]

[Mention hand-written signature of the sender]

[Mention the relevant date]

[Mention the designation of the sender]