

# Board of Directors

## Personnel Approval Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Personnel Approval Notice

Dear [Recipient's Name],

We are pleased to inform you that the Board of Directors has reviewed and approved your appointment as [Position Title] effective [Start Date].

This decision reflects the confidence the Board has in your abilities and the contributions you will make to our organization.

We look forward to your leadership and the positive impact you will have in your new role.

If you have any questions or require further information, please do not hesitate to reach out.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]