

Board of Directors

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Subject: Staffing Decision Affirmation

Dear [Recipient's Name],

We, the Board of Directors of [Company Name], have conducted a thorough review of the staffing decisions made during our recent meetings. After careful consideration, we are pleased to affirm our support for the following appointments:

- [Name of Appointee 1] - [Position]
- [Name of Appointee 2] - [Position]
- [Name of Appointee 3] - [Position]

This affirmation reflects our commitment to ensuring that [Company Name] is led by talented individuals who align with our strategic goals.

Thank you for your attention to this important matter. Please reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]