

Approval Letter

Date: [Insert Date]

To,

[Project Manager's Name]

[Project Manager's Address]

Dear [Project Manager's Name],

We are pleased to inform you that your application for the position of Project Manager has been approved. Your extensive experience and exemplary track record make you a perfect fit for this role.

This approval is effective as of [Start Date]. We trust that your leadership will drive our projects to success and lead our team effectively. Please feel free to reach out to us for any further information or assistance you may need.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]