

Approval Letter for CEO's Personal Assistant Candidate

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that after careful consideration, we have approved your appointment as the Personal Assistant to our CEO, [CEO's Name]. Your skills and experience make you an excellent fit for this important role.

As the CEO's Personal Assistant, you will be responsible for managing schedules, organizing meetings, and handling correspondence. We believe that your remarkable organizational skills and proactive attitude will contribute significantly to our team's success.

Please confirm your acceptance of this position by [Insert Deadline]. Once accepted, we will discuss the next steps regarding your start date and orientation.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]