

Approval Letter for Senior Management Role

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your application for the position of Senior [Specific Role] has been approved by senior management. We believe your skills and experience align perfectly with our company's goals and vision.

Your official start date will be [Insert Start Date]. Please ensure that all necessary onboarding documents are completed prior to this date.

Congratulations on your new role! We are excited to see the contributions you will bring to the team.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]