

Appointment Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been appointed as the Company Representative for [Company Name]. Your appointment will be effective from [Start Date].

As the Company Representative, you will be responsible for [briefly outline responsibilities]. Your role is crucial in representing our company and maintaining our standards of excellence.

We believe that your skills and experience will greatly contribute to the success of our team and the overall goals of the organization.

Please sign and return the enclosed copy of this letter as a confirmation of your acceptance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]