

Appointment of New Project Manager

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that you have been appointed as the Project Manager for our ongoing projects effective immediately. Your extensive experience and proven leadership skills make you an ideal candidate for this role.

As the Project Manager, you will be responsible for overseeing and coordinating project activities, managing resources, and ensuring that project objectives are met in a timely manner. Your support and guidance will be crucial in driving our projects toward successful completion.

Please confirm your acceptance of this position by signing and returning the enclosed copy of this letter.

We look forward to your leadership and contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]