

# Appointment Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your appointment as [Position Title] at our diplomatic mission in [Location]. Your appointment is effective from [Start Date].

This role is critical in furthering our diplomatic goals, and we are confident in your abilities to represent us effectively.

Please do not hesitate to reach out if you have any questions or require additional information regarding your new position.

We look forward to your contributions and wish you the best in this new role.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]