

Leadership Role Assignment

Date: [Insert Date]

Dear [Team Member's Name],

We are pleased to inform you that you have been selected to assume the role of [Role Title] for the [Team Name] for the upcoming season.

As the [Role Title], you will be responsible for [briefly outline responsibilities]. We believe that your skills and experience make you an excellent fit for this position, and we are excited to see the positive impact you will have on our team.

Please confirm your acceptance of this role by [insert deadline]. If you have any questions or need further clarification, feel free to reach out.

Congratulations once again, and we look forward to a successful season together!

Best regards,
[Your Name]
[Your Position]
[Team Name]