

# Approval Letter

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to inform you that your application for the Public Relations position at [Company Name] has been approved. After careful consideration of your qualifications and interview performance, we believe you will be a valuable addition to our team.

Your start date is scheduled for [Insert Start Date]. Please confirm your acceptance of this position and do not hesitate to reach out if you have any questions.

We look forward to working with you and seeing the positive impact you will make.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]