

Director Designation Notification

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

We are pleased to inform you that, effective [Effective Date], you have been appointed as [New Designation] of [Company Name]. This decision has been made in recognition of your exceptional performance and dedication to the organization.

In your new role, you will be responsible for [Brief Description of Responsibilities]. We are confident that your leadership will further enhance our success and contribute to our goals.

Please acknowledge your acceptance of this designation by signing and returning a copy of this letter by [Acknowledgment Deadline]. Should you have any questions or require further clarification, feel free to reach out.

Congratulations on your new role!

Sincerely,
[Your Name]
[Your Position]
[Company Name]