

Executive Appointment Notification

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the Board of Directors has approved your appointment as [New Position] of [Company Name], effective [Start Date]. This decision reflects your exemplary performance and leadership within the organization.

In your new role, you will be responsible for [brief summary of responsibilities]. We believe that your skills and experience will greatly benefit our organization and help us achieve our strategic goals.

We look forward to your continued contributions and leadership as we embark on this exciting new chapter.

Congratulations on your appointment!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]