

Appointment Change Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the change in my appointment to [New Position] as discussed on [Date of Discussion]. I appreciate the opportunity to take on this new role and look forward to contributing to [Company/Team Name] in this capacity.

As per our conversation, I understand that my new responsibilities will include [list any new responsibilities or tasks, if applicable]. I am excited to embark on this new journey and am confident that we can achieve great results together.

Thank you for your support and trust in me. Please let me know if there are any documents or further steps I need to complete prior to starting in this new position.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]