

Executive Appointment Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [New Position Title]

Dear [Employee's Name],

We are pleased to announce your appointment to the position of [New Position Title] at [Company Name], effective [Start Date]. Your extensive experience and proven leadership skills will be invaluable to our organization as we move forward.

In this new role, you will be responsible for [brief description of responsibilities]. We are confident that you will lead your team successfully and contribute significantly to our strategic objectives.

Congratulations on your well-deserved promotion. We look forward to your continued success at [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]