

Letter of Affirmation for Leadership Role Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally affirm my acceptance of the leadership role of [specific role title] that was offered to me on [date of offer]. I am honored to take on this responsibility and am excited to contribute to the success of [Company/Organization Name].

I am committed to bringing my skills and experience to the team and look forward to working collaboratively to achieve our goals. Thank you for this incredible opportunity.

Please let me know if there are any initial steps you would like me to take as I transition into this role.

Thank you once again for your trust in me. I am eager to get started.

Sincerely,

[Your Name]