

# Confirmation of Leadership Role Acceptance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am pleased to formally confirm my acceptance of the position of [Leadership Role] at [Organization Name]. I am excited about the opportunity to contribute to the team and lead [briefly describe responsibilities or goals].

I appreciate your confidence in my abilities, and I am looking forward to starting on [Insert Start Date] and working together to achieve our goals.

Thank you once again for this opportunity. Please let me know if there are any documents or further information you require before I commence my duties.

Sincerely,

[Your Name]

[Your Contact Information]