

Letter of Acknowledgment of Appointment

[Your Name]
[Your Position]
[Your Company]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge your appointment as [Recipient's Position] with [Company Name]. We are pleased to have you join our team and look forward to your contributions.

Your start date is [Start Date], and you will be reporting to [Supervisor's Name]. Please feel free to reach out if you have any questions or need further clarification before your start date.

Once again, congratulations on your appointment. We look forward to working with you!

Sincerely,
[Your Name]
[Your Position]