

# Letter of Acknowledgment

Dear [Recipient's Name],

I am writing to formally acknowledge your acceptance of the leadership opportunity with [Organization/Program Name]. We are thrilled to have you on board and look forward to your contributions.

Your skills and experience will be invaluable to our team, and we are excited to support your growth as a leader in this role.

Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]