

Letter of Affirmation for Executive Role Agreement

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally affirm our agreement regarding your appointment as [Executive Position] at [Company Name]. As discussed, your role entails [brief summary of responsibilities], and you will report directly to [supervisor/board].

This letter serves to confirm the agreed-upon terms, including your compensation package, benefits, and any performance metrics outlined in our previous discussions. Please review the attached document for further details.

We are excited to have you join our team and look forward to the contributions you will bring to [Company Name]. Should you have any questions, please do not hesitate to reach out.

Thank you for your commitment to our organization.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]