

Heartfelt Acting Appointment Letter

Subject: Acting Appointment – Congratulations

Dear [Employee Name],

We are thrilled to announce your temporary appointment as Acting [Position Title] effective [Start Date]. This is a testament to your dedication and the respect you command within the team.

We trust that your unique skills and commitment will ensure a smooth transition during this period.

Congratulations and best wishes as you take on this important responsibility.

Warm regards,

[Sender Name]

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