

Congratulate a Friend on Their Appointment (Informal)

Dear [Recipient Name],

Congratulations on your newest job appointment. I was extremely thrilled once I heard the news and I am very happy for you.

Everything you have done and accomplished has led to this point and you truly deserve it. You have worked so hard on yourself and created the necessary advantage to convince others of your potential and abilities; it all paid off in the end.

I wish you the best of luck in your new post. I have no doubt that you will excel in this role and make everyone proud. I look forward to even more success news about you, which you are very much capable of.

Once again congratulations.

Regards

Get more templates here:

<https://www.lettersandtemplates.com/letters/letter-of-congratulations-on-appointment>