

Formal Letter for Official Appointment

Subject: Congratulations on Your Appointment

Dear [Recipient Name],

We are delighted to inform you of your official appointment as [Position] at [Company/Organization].

Your dedication, skills, and accomplishments have earned you this well-deserved recognition.

We look forward to your valuable contributions and success in your new role. Please accept our heartfelt congratulations and best wishes for the journey ahead.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

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