

Formal and Encouraging Appointment Letter

Subject: Congratulations on Your Appointment as [Position]

Dear [Recipient Name],

Congratulations on your well-earned appointment as [Position]. Your expertise and dedication will undoubtedly make a significant impact in this new role.

We trust you will approach your responsibilities with the same professionalism and enthusiasm that earned you this position. Best wishes for a successful tenure.

Sincerely,

[Your Name]

[Position]

[Company/Organization]

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