

Professional Acceptance of Appointment

Subject: Acceptance of Appointment

Dear [Recipient's Name],

I am writing to formally accept the appointment as [Position Name] at [Company/Organization Name], as communicated in your letter dated [Date]. I am honored to join your esteemed organization and will strive to fulfill all responsibilities with diligence and commitment.

Thank you for this opportunity. I look forward to contributing to the team.

Sincerely,

[Your Name]

[Contact Information]

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