

## Friendly and Professional Tone

Subject: Excited to Join – Acceptance of Appointment

Hello [Recipient's Name],

I am thrilled to accept the appointment for [Position Name] at [Company Name]. I look forward to working with the team and contributing positively to our shared goals. Thank you for this wonderful opportunity.

Warm regards,

[Your Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/appointment-acceptance-letter>