Informal appointment message for agent template

i ii įzygent ivainėj,	Hi	[Agent	Name],
-----------------------	----	--------	--------

Just letting you know that you're now officially our agent for [Company Name] starting [Start

Date]. Your main tasks will be [duties].

Excited to have you on board! Reply to confirm.

Cheers,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/appointment-letter-for-agent