Executive Assistant Appointment Letter Template

[Company Letterhead]

[Date]

[Executive Assistant's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Executive Assistant's Name],

We are pleased to offer you an appointment as an Executive Assistant at [Company Name]. Your organizational skills and ability to handle complex tasks align well with the demands of supporting our executives.

Executive Assistant Position: [Start Date]

Start Date: [Start Date]

Location: [Work Location]

Enclosed are the terms and conditions of your executive assistant appointment, including your responsibilities, compensation, and other pertinent details. If you have any questions or need further information, please feel free to reach out.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We look forward to your valuable contributions to our executive team.

Warm regards,

[Your Name]

[Your Title]

[Company Name]