

Formal CEO Appointment Letter

Subject: Appointment as Chief Executive Officer

Dear [Recipient Name],

We are pleased to formally appoint you as the Chief Executive Officer of [Company Name], effective from [Start Date]. This appointment follows the decision of the Board of Directors, recognizing your experience, leadership, and strategic vision.

Your responsibilities will include overseeing company operations, setting strategic goals, and ensuring sustainable growth. We look forward to your leadership and contribution to our continued success.

Sincerely,

[Chairperson Name]

[Board of Directors]

[Company Name]

[Date]

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