

Internal Promotion CEO Appointment Letter

Subject: Promotion to Chief Executive Officer

Dear [Recipient Name],

Congratulations on your promotion to Chief Executive Officer of [Company Name], effective [Start Date]. Your exceptional performance as [Previous Position] has been instrumental in the company's success.

We trust your leadership will continue to drive growth and innovation across all departments.

Sincerely,

[Chairperson Name]

[Board of Directors]

[Company Name]

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