

External Hire CEO Appointment Letter

Subject: CEO Appointment

Dear [Recipient Name],

We are delighted to appoint you as the Chief Executive Officer of [Company Name], effective [Start Date]. Your distinguished experience and leadership in [Industry/Field] make you an ideal candidate for this role.

We are confident in your ability to lead the company to new heights.

Sincerely,

[Chairperson Name]

[Board of Directors]

[Company Name]

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