

Interim CEO Appointment Letter

Subject: Interim CEO Appointment

Dear [Recipient Name],

This letter confirms your appointment as Interim Chief Executive Officer of [Company Name] from [Start Date] until [End Date]. You will temporarily oversee all executive operations during this transitional period.

Your guidance and expertise are appreciated to maintain continuity and stability.

Sincerely,

[Chairperson Name]

[Board of Directors]

[Company Name]

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