

Formal Approval for Employment or Task

Subject: Approval of Your Job Assignment

Dear [Employee Name],

We are pleased to inform you that your assignment for [Project/Task Name] has been officially approved. You are expected to commence work on [Start Date] and adhere to the guidelines provided.

Please ensure all preliminary preparations are completed prior to the start date. Should you require any assistance or clarification, do not hesitate to contact your supervisor.

We wish you success in your responsibilities and look forward to your valuable contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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