

## Informal Appointment Message

Hi [Employee Name],

Great news! Youâ€™re now officially our Management Representative at [Company Name].

Youâ€™ll be the go-to person for ensuring processes run smoothly and that our team is meeting all quality standards.

We know youâ€™ll do a fantastic job leading the efforts and keeping everyone aligned. Congrats and letâ€™s make it a success together!

Cheers,

[Your Name/Team]

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