

Heartfelt Appointment Letter

Subject: Appointment with Excitement and Warm Welcome

Dear [Recipient Name],

It is with great pleasure that we appoint you as [Position] at [Company Name], effective [Start Date].

Your dedication and talents have truly impressed us, and we are excited to see your contributions.

Please review the enclosed documents and confirm your acceptance. Welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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