

Formal appointment of a Project Manager

Subject: Appointment as Project Manager

Dear [Candidate Name],

We are pleased to formally appoint you as the Project Manager for [Project Name], effective from [Start Date]. Your extensive experience and leadership skills make you the ideal candidate to drive this project to success.

You will be responsible for overseeing project execution, managing resources, coordinating with stakeholders, and ensuring timely delivery of project objectives. Your reporting will be directly to [Supervisor/Director Name].

We trust in your capabilities and look forward to your contributions.

Sincerely,

[Sender Name]

[Designation]

[Company Name]

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