

# Professional acceptance and acknowledgment of appointment

Subject: Acknowledgment of Appointment

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of your appointment letter dated [Date]. I am pleased to accept the appointment for the position of [Position Name] at [Company/Organization].

I am grateful for this opportunity and look forward to contributing effectively. Please let me know if any further formalities are required prior to joining.

Sincerely,

[Your Name]

[Contact Information]

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