To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Director’s Appointment Letter**

Dear Mr./Mrs. [name of the Recipient],

It gives me immense pleasure to inform you that you have been appointed as the new director of [mention the Department Name] at [mention Company name]. This appointment will be effective from [mention the Date]. All the terms and conditions of this appointment and employment have been attached to this appointment letter.

In your capacity as the new director of [mention the Department name], the following will be your duties and responsibilities:

[mention briefly the duties and responsibilities of the Internee]

If you accept all the terms and conditions, please sign and return this letter to the company’s address. For any questions or other details, feel free to contact me.

Best Regards,

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]