

Letter Announcing the Appointment of New Chairperson

Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

We are very happy to announce that [NAME HERE] will be our company's new chairperson replacing [NAME HERE] is a very talented person who has been working in the sales company for last 20 years. We are happy to appoint such a capable person on this most important post of our company. We are excited since she has accepted our proposal and she is willing to perform him duties. We request our entire company staff to cooperate with our new chairperson so that he can fulfil his responsibilities smoothly.

Sincerely,

[Your Name]

[Senders Title] -Optional-