

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

Congratulations on your new role as [Job Title] at [Company Name]. It has been a pleasure working with you throughout this executive search process, and we are thrilled to see you join such a prestigious leadership team.

Your expertise and vision stood out as the perfect match for [Company Name]'s future goals. We are confident that your appointment will lead to significant growth and success for both you and the organization.

As you transition into this position, please know that our team remains available should you have any questions or require further assistance. We look forward to hearing about your milestones and achievements in the coming months.

Wishing you a smooth onboarding and a long, rewarding career with [Company Name].

Warm regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]