Confirmation Letter Sample

**[Your Company’s Letterhead]**

**[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Recipient’s Name]  
[Recipient’s Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]**

**Dear [Recipient’s Name],**

**We are pleased to confirm your appointment as [Job Title] at [Company Name]. Your employment will commence on [Start Date]. Your salary will be [Salary] per annum, payable monthly in arrears, and subject to deductions for taxes and other withholdings as required by law.**

**You will report directly to [Supervisor’s Name] and will be responsible for [Brief Description of Job Responsibilities].**

**Your employment with us will be on a probationary basis for the first [Probation Period] months, during which your performance will be evaluated.**

**Please find below a summary of your employment terms and conditions:**

* **Job Title: [Job Title]**
* **Start Date: [Start Date]**
* **Salary: [Salary]**
* **Reporting To: [Supervisor’s Name]**
* **Probation Period: [Probation Period]**

**We are excited to have you join our team and look forward to a successful working relationship. If you have any questions or need further clarification, please feel free to contact us.**

**Sincerely,**

**[Your Name]  
[Your Title]**