

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]