
Confirmation Letter PDF

[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 writing to confirm your acceptance of the [Position/Role] at [Company Name], effective [Start Date]. We are excited to have you join our team and contribute to our ongoing success.

Below are the details of your confirmed role:

- Position: [Position/Role]
- Department: [Department]
- Start Date: [Start Date]

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- **Supervisor: [Supervisor's Name]**

Your responsibilities will include [Brief Description of Job Responsibilities], and you will be expected to adhere to the company's policies and procedures.

Please review the attached document for further details regarding your employment terms. Should you have any questions or require additional information, feel free to contact us at your earliest convenience.

We look forward to welcoming you to [Company Name] and wish you great success in your new role.

Best regards,

[Your Name]

[Your Title]

Attachment: [Employment Details Document]