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## 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]**
* **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]**