

Job Offer Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your job offer for the position of [Job Title] with [Company Name]. This position is in the transportation department and your starting date will be [Start Date]. Your starting salary will be [Salary Amount] per [hour/year], with benefits outlined as follows: [List Benefits].

Please review the enclosed documents for more details regarding employment, and feel free to reach out if you have any questions.

We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]