Confirmation of Employment Start Date

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment start date with [Company Name]. Your first day of work will be on [Start Date].

Please report to [Location/Department] at [Time] on your start date. If you have any questions, feel free to reach out to us.

We look forward to welcoming you to the team!

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]