

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

## **Official Start Date Confirmation**

Dear [Employee Name],

We are pleased to confirm your official start date with [Company Name] as [Job Title]. Your first day will be [Start Date]. We look forward to welcoming you to our team and are excited for the contributions you will bring.

Please do not hesitate to reach out if you have any questions or need further assistance before your start date.

Warm regards,

[Your Name]

[Your Position]

[Company Name]