

Employment Offer Confirmation

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We are pleased to confirm your acceptance of our offer of employment for the position of [Job Title] with [Company Name]. Your start date will be [Start Date]. We are excited to have you join our team.

Please find attached the details regarding your employment offer and any additional documents you may need. If you have any questions, feel free to reach out.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]