

Employment 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 employment offer for the position of [Job Title] at [Company Name]. We believe that your skills and experience will be an excellent addition to our team.

Your starting date will be [Start Date], and your initial salary will be [Insert Salary]. You will be reporting to [Supervisor's Name/Title]. Your duties will include [Brief Overview of Job Responsibilities].

Please review the enclosed documents regarding your benefits, company policies, and other relevant information. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]