

Confirmation of Candidacy for Permanent Position

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your candidacy for the permanent position of [Job Title] at [Company Name]. Your performance during your internship has been highly commendable, and we believe you will be a great asset to our team.

Your official start date will be [Start Date], and you will be reporting to [Supervisor's Name]. Further details regarding your onboarding process will be communicated shortly.

Congratulations, and we look forward to your continued success with us!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]