

Job Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

We are pleased to confirm your employment with [Organization Name] as a [Job Title], effective [Start Date]. We are excited to have you join our team and contribute to our mission of [Organization's Mission].

Your starting salary will be [Salary Amount] per [hour/week/month], and you will be entitled to [list any benefits or perks].

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this position.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Organization Name]

[Organization Address]

[City, State, ZIP]