

Confirmation of Position

Date: _____

Recipient Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

We are pleased to confirm your position as [Position Title] at [Community Service Agency Name]. You will be an important part of our team, contributing to our mission of [Brief Purpose or Mission Statement].

Your start date will be [Start Date], and you will report to [Supervisor's Name] at [Location]. Your working hours will be [Working Hours].

As discussed, your starting salary will be [Salary/Hourly Rate], and you will be entitled to [Benefits, if any].

We are excited to have you join us and look forward to the positive impact you will make in our community.

If you have any questions or need further information, please do not hesitate to reach out.

Welcome aboard!

Sincerely,

[Your Name]
[Your Position]
[Community Service Agency Name]
[Contact Information]