

Service Bond Requirement Confirmation Letter

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your application for employment with [Company Name] has been accepted. As part of our onboarding process, we require all new employees to sign a service bond.

The details of the service bond are as follows:

- Duration of the bond: [Insert Duration]
- Amount: [Insert Amount]
- Conditions: [Briefly outline conditions]

We kindly ask you to review the attached service bond document carefully. Please sign and return the document by [Insert Return Date] to confirm your acceptance of the bond terms.

Should you have any questions regarding this requirement, feel free to reach out to our HR department at [HR Contact Information].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]