Onboarding and Job Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as [Job Title]. We are excited to welcome you to our team!

Your start date will be [Start Date]. Please report to [Location] at [Time]. You will be working with [Supervisor's Name], who will guide you during the onboarding process.

Your starting salary will be [Salary Amount], and you will be eligible for [briefly mention benefits, if applicable].

Please find attached the necessary documents that need to be completed prior to your start date.

If you have any questions or need further assistance, feel free to reach out to [Contact Person's Name] at [Contact Information].

Welcome aboard!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Contact Information]