

Position Confirmation

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Position Confirmation

Dear [Team Member's Name],

We are pleased to formally confirm your position as [Position Title] in the [Department/Team Name], effective [Start Date]. We believe your skills and contributions will greatly enhance our team's performance.

Your main responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please feel free to reach out if you have any questions regarding your new role.

Best regards,

[Your Name]

[Your Position]

[Company Name]