

Order Confirmation

Dear [Employee Name],

We are pleased to confirm your order for office inventory. Below are the details of your order:

Order Details:

- Order Number: [Order Number]
- Order Date: [Order Date]
- Items Ordered:
 - [Item 1] - [Quantity]
 - [Item 2] - [Quantity]
 - [Item 3] - [Quantity]

Estimated Delivery Date: [Delivery Date]

If you have any questions regarding this order, please feel free to contact us at [Contact Information].

Thank you for your order!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]