

Confirmation of HR Outsourcing

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our agreement to proceed with the HR outsourcing services as discussed. This partnership will ensure that [Your Company Name] can focus on our core business while you manage our human resource needs effectively.

The key details of our agreement are as follows:

- Services Provided: [List services]
- Commencement Date: [Insert Date]
- Duration of Agreement: [Insert Duration]
- Fees: [Specify fees or payment terms]

We appreciate your commitment to providing top-notch HR services and look forward to a successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]