

Confirmation of Hiring Conference Interpreters

Date: [Insert Date]

To: [Interpreter's Name]

[Interpreter's Address]

Dear [Interpreter's Name],

We are pleased to inform you that you have been selected as a conference interpreter for our upcoming event, [Event Name], scheduled to take place on [Event Dates] at [Event Venue].

Your responsibilities will include providing interpretation services for [specific languages] during the sessions. We anticipate approximately [number of attendees] and are confident that your expertise will greatly enhance the experience for all participants.

Details of the agreement are as follows:

- **Compensation:** [Insert payment details]
- **Travel Arrangements:** [Insert travel details if applicable]
- **Accommodation:** [Insert accommodation details if applicable]

Please confirm your acceptance of this role by [Confirmation Deadline]. If you have any questions or require further information, do not hesitate to contact us at [Contact Information].

We look forward to working with you to make this event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]