

# Confirmation of Hiring

Date: [Insert Date]

To: [Photographer's Name]

[Photographer's Address]

[City, State, Zip Code]

Dear [Photographer's Name],

We are pleased to confirm your hiring as the professional photographer for our upcoming conference, [Conference Name], which will take place on [Conference Date(s)] at [Conference Venue].

Your services will include:

- Capturing key moments during the event
- Providing candid and staged photographs
- Delivering high-resolution images within [number of days] after the event

The agreed compensation for your services is [amount] and will be paid upon completion of the deliverables.

Please confirm your acceptance of this hiring by responding to this letter by [response deadline]. If you have any questions, feel free to reach out to us at [contact information].

Thank you, and we look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]