

Receipt Confirmation for Job Offer

Date: [Insert Date]

To: [Candidate's Name]

Email: [Candidate's Email]

Dear [Candidate's Name],

We would like to confirm the receipt of your acceptance of the job offer for the position of [Job Title] at [Company Name]. We are thrilled to have you join our team!

Please find below the details of your job offer:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary]
- **Location:** [Work Location]

We are looking forward to your contributions to our team. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]