

# Candidate Selection Confirmation

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address]

Dear [Insert Candidate Name],

We are pleased to inform you that you have been selected for the position of [Insert Job Title] at [Insert Company Name]. After careful consideration of your application and interview, we believe you will be a valuable addition to our team.

Please find the details of your employment offer below:

- **Position:** [Insert Job Title]
- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary]
- **Benefits:** [Insert Benefits]

We kindly ask you to confirm your acceptance of this offer by [Insert Deadline for Confirmation]. A formal contract will be provided upon your acceptance.

Congratulations once again! We look forward to welcoming you to the team.

Sincerely,

[Your Name]

[Your Position]

[Insert Company Name]

[Insert Company Contact Information]