

# Appointment Confirmation Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to confirm your appointment for the position of [Job Title] at [Company Name]. Your start date will be [Start Date]. You will be reporting to [Supervisor's Name] at [Location].

Please arrive at [Time] on your start date for your orientation. We look forward to having you as part of our team.

If you have any questions, feel free to reach out to us at [Contact Information].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]