

Confirmation of Joining the Team

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your joining our team at [Company Name] as the [Job Title]. Your start date is set for [Start Date]. We are excited to have you on board and look forward to your contributions.

Please find attached your employment contract and other necessary documents for your review. Should you have any questions or require further information, do not hesitate to reach out.

Welcome to the team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]