

Confirmation of Team Inclusion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Inclusion in [Team Name]

Dear [Recipient's Name],

We are pleased to inform you that you have been officially included in the [Team Name] as of [Effective Date]. Your skills and experiences will be a valuable asset to our team.

As a part of this team, you will be responsible for [Brief description of responsibilities]. We look forward to your contributions and growing together as a team.

Please feel free to reach out if you have any questions or need further information.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]