

Confirmation of Job Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip]

Dear [Candidate's Name],

We are pleased to confirm your job offer for the position of [Job Title] at [Non-Profit Organization Name]. We believe that your skills and experiences will be an asset to our team and that you will contribute positively to our mission.

Your starting date will be [Start Date], and you will report to [Supervisor's Name]. The terms of your employment are as follows:

- Salary: [Salary Amount]
- Benefits: [Brief Description of Benefits]
- Work Hours: [Work Hours]

Please sign and return this letter by [Response Due Date] to confirm your acceptance of the offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]