

Confirmation of Joining Bonus Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the joining bonus offer of [insert amount] that was discussed during the hiring process for the [insert position title] at [Company Name].

As agreed, the bonus will be included in my first paycheck following my start date on [insert start date]. I appreciate this generous offer and look forward to contributing to the team.

Thank you for this opportunity.

Sincerely,

[Your Name]