

# Early Start Job Offer Confirmation

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to formally confirm your offer of employment for the [Job Title] position at [Company Name]. We are excited to have you join our team starting on [Start Date].

Please find below the details of your offer:

- **Position:** [Job Title]
- **Department:** [Department]
- **Start Date:** [Start Date]
- **Salary:** [Salary]
- **Benefits:** [Benefits Description]

We believe that your skills and talents will be a great addition to our team, and we look forward to your contribution to [Company Name]. If you have any questions or need further information, please feel free to reach out.

Welcome aboard!

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]