

Confirmation of Signing Bonus Job Offer

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your signing bonus associated with your job offer for the position of [Job Title] at [Company Name]. As discussed, you will receive a signing bonus of [Amount] upon the commencement of your employment.

This bonus is intended as a gesture of our commitment to have you join our team. Please sign below to acknowledge your acceptance of this offer, and return a copy to us at your earliest convenience.

We look forward to welcoming you on board!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Signature: [Recipient's Name]

Date: _____