

Job Offer Confirmation

Date: [Insert Date]

To: [Applicant's Name]

[Applicant's Address]

Dear [Applicant's Name],

We are pleased to confirm your job offer for the position of [Job Title] at [Company Name]. We believe your skills and experiences align perfectly with our team.

As discussed, your compensation package includes participation in our pension plan, which offers [Brief Description of Pension Plan]. You will be eligible to enroll in the plan on [Enrollment Date].

Please review this offer and feel free to reach out if you have any questions. We look forward to having you on our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]