

Job Offer Confirmation

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Company Name]. This position is classified as shift work and will require you to work during [insert shift details, e.g., nights, weekends]. Your anticipated start date is [insert start date].

Your starting salary will be [insert salary] per [hour/week/month], and you will be eligible for [mention any benefits, bonuses, or incentives].

Please confirm your acceptance of this offer by signing and returning this letter by [insert deadline]. We are excited to welcome you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]