

Job Offer Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your special assignment as [Job Title] within our organization. Your commitment and skills have made you the ideal candidate for this role.

Details of the assignment are as follows:

- **Start Date:** [Insert Start Date]
- **Duration:** [Insert Duration]
- **Location:** [Insert Location]
- **Compensation:** [Insert Compensation Details]

Please sign and return this letter by [Insert Return Date] to confirm your acceptance of this assignment.

We are excited to have you on board for this special assignment and look forward to your contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]