

Confirmation of Sports Coaching Duties

Date: _____

To: [Coach's Name]

[Coach's Address]

[City, State, Zip Code]

Dear [Coach's Name],

We are pleased to confirm your engagement as a sports coach for [Sport] with [Organization/School Name] for the upcoming season.

Your duties will include:

- Planning and conducting training sessions.
- Assisting in the organization of competitions.
- Providing mentorship and guidance to athletes.
- Ensuring player safety and adherence to rules and sportsmanship.

Your coaching contract will commence on [Start Date] and will conclude on [End Date]. Please ensure that you are available for our initial meeting on [Meeting Date] at [Meeting Location].

If you have any questions or need further information, feel free to contact us at [Contact Information].

We look forward to a successful season ahead!

Sincerely,

[Your Name]

[Your Position]

[Organization/School Name]

[Contact Information]