

# Contractual Engagement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your engagement with [Your Company Name] for [Brief Description of Services/Position] starting on [Start Date]. This confirmation serves to outline the terms of our agreement as discussed.

## Engagement Details

- **Duration:** [Duration of Engagement]
- **Compensation:** [Compensation Details]
- **Responsibilities:** [Overview of Responsibilities]
- **Reporting to:** [Supervisor/Manager Name]

Please review the enclosed contract for additional details and sign it to indicate your acceptance of the terms. We look forward to a successful collaboration.

If you have any questions, feel free to reach out to me directly.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]