

Employment Offer Confirmation

Date: [Insert Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your employment offer for the position of [Job Title] at [Company Name]. We believe that your skills and experiences will be a valuable addition to our team.

Your start date is set for [Start Date], and you will be reporting directly to [Supervisor's Name]. As discussed, your starting salary will be [Salary] per [year/month/hour], and you will be eligible for [mention any benefits, e.g., health insurance, retirement plans].

Please sign and return a copy of this letter to confirm your acceptance of this offer. We are excited to have you on board.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Candidate's Name] - Signature