

Job 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 acceptance for the position of [Job Title] at [Company Name]. We believe that your skills and experience will be an invaluable asset to our team.

The details of your employment are as follows:

- **Start Date:** [Start Date]
- **Salary:** [Salary]
- **Benefits:** [Details of Benefits]
- **Reporting to:** [Manager's Name]

Please review the attached documents for additional information regarding your employment. If you have any questions, feel free to reach out to us.

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name] [Your Title] [Company Name] [Company Address] [Phone Number] [Email Address]