

Employment 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 employment offer for the position of [Job Title] at [Company Name], effective [Start Date]. This decision follows your successful interviews and evaluation. We are excited to have you join our team and contribute to our mission of advancing healthcare.

Your starting salary will be [Salary Amount], and you will be eligible for benefits as outlined in the employee handbook. Please review the attached documents for further details regarding your employment, including job responsibilities, working hours, and our company's policies.

To formally accept this offer, please sign and return this letter by [Acceptance Deadline]. If you have any questions, feel free to reach out to me directly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]