

Confirmation of Employment

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to confirm your appointment to the position of Technical Advisor with [Company Name], effective [Start Date]. We are excited to have you on our team and look forward to your contributions to our projects and initiatives.

Your starting salary will be [Salary Amount], and you will be reporting to [Supervisor's Name]. Your regular working hours will be from [Working Hours]. Please find enclosed a copy of your employment contract for your review and signature.

Once again, congratulations on your new role. Should you have any questions or require further information, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]