

# Letter of Acknowledgment

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to acknowledge your acceptance of the position of [Job Title] at [Company Name]. We are excited to have you join our team and contribute to our mission of providing exceptional health care services.

Your start date is set for [Start Date]. We look forward to welcoming you at [Location] and introducing you to the team. Please feel free to reach out if you have any questions or need further information before your start date.

Once again, congratulations on your new position. We are thrilled to have you on board!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]