Acknowledgment with next steps

Dear [Candidate's Name],

Subject: Acknowledgement of Offer Acceptance and Next Steps

We acknowledge receipt of your acceptance of the offer for [Job Title]. Please complete the pre-employment formalities listed below before your joining date:

1. Submit identification documents
2. Complete background verification forms
3. Sign the joining declaration

We look forward to welcoming you on [Start Date].

Sincerely,

[Your Name]

[Title]

[Company Name]

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