Job Offer Confirmation Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

I am writing to confirm your acceptance of the job offer for the position of [Job Title] at [Company Name]. We are excited to have you join our team, and we look forward to your first day of work on [Start Date]. Please review the attached employment agreement for details regarding your compensation, benefits, and other terms of employment.

If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Once again, congratulations on your new role, and we are eager to see your contributions to our organization.

Sincerely,

[Your Name]