

Formal appointment confirmation for firefighter

Subject: Appointment as Firefighter

Dear [Candidate Name],

We are pleased to inform you of your appointment as a Firefighter with the [Fire Department Name], effective [Start Date]. Your selection follows a rigorous evaluation process, and we are confident in your ability to serve the community with courage, skill, and integrity.

Your responsibilities will include responding to emergencies, fire prevention activities, equipment maintenance, and continuous training to ensure readiness. You will report to [Supervisor/Chief Name], and your assigned station will be [Station Name].

Please review the attached orientation schedule and bring the required documentation on your first day. We expect you to uphold the highest standards of professionalism and teamwork.

Congratulations on this significant milestone in your career. We look forward to your dedicated service.

Sincerely,

[Name]

[Title]

[Department Name]

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