

Formal Job Offer Confirmation Letter

Subject: Welcome to Our Team!

Dear [Candidate's Name],

We are excited to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your skills and background impressed us, and we are confident that you will make a strong contribution to our team.

Your official start date will be [Date], and your reporting manager will be [Manager's Name].

Enclosed with this letter, you will find further details regarding your employment terms and conditions.

We are pleased to welcome you aboard and look forward to your first day with us. Please acknowledge your acceptance by replying to this letter at your earliest convenience.

Once again, congratulations, and welcome to [Company Name]!

Sincerely,

[Your Name]

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