

Job Or Employment Acknowledgement Letter

Dear [Employee Name],

We are delighted to confirm that we have received your job application and are pleased to offer you the position of [Job Title] at our organization. After careful consideration of your qualifications and experience, we are confident that you will be a valuable addition to our team.

Your employment with us will begin on [Start Date]. As per our discussions, your salary will be [Salary Amount] per [Salary Frequency], and you will be eligible for [Employee Benefits] as per our company policy.

Please note that your employment with us will be subject to the terms and conditions outlined in our company policies and the employment contract, which will be provided to you for review and signature before your start date.

We appreciate your interest in our organization and look forward to working with you. If you have any questions or concerns, please feel free to contact us.

Congratulations and welcome aboard!

Sincerely,

[Employer Name]