

Formal Joining Confirmation

Subject: Joining Date Confirmation

Dear [Employee Name],

We are pleased to confirm your joining date with [Company Name] as [Job Title]. Your first working day will be [Joining Date].

Please report to [Reporting Location] at [Reporting Time]. Ensure you bring all necessary documents as discussed during the onboarding process.

We look forward to welcoming you to our team.

Sincerely,

[HR Manager Name]

[Company Name]

[Contact Information]

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