

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to formally confirm your employment with [Company Name] in the position of [Job Title]. We look forward to having you join our team.

Your first day of employment will be [Start Date]. Please report to [Supervisor Name] at [Time] at our office located at [Office Address].

Your starting salary will be [Salary Amount] per [Pay Period], subject to standard payroll deductions. You will also be eligible for [List Benefits, e.g., health insurance, 401k, paid time off] as per company policy.

On your first day, please bring the following documents for onboarding:

- Identification for I-9 verification
- Signed copy of the offer letter
- Direct deposit information

Welcome to [Company Name]! We are excited about the contributions you will make to our success.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]