**Job Confirmation Email**

| Subject: Job Confirmation from [Company X]  Dear [Employee Name],  After the careful consideration of your application, we have decided to offer you the position of [job title] for [company name]. You can consider this email as a formal offer from our company.  Your Job title will be [job title] and you will be reporting to [supervisor's name and designation] as a member of the [name] department. You can join the company from [day and date].  Your salary for this position would be [Rs. XXXXX] annually and it will be distributed [weekly/monthly] by [cheque/direct deposit]. This is an exempt/non-exempt position, therefore, you will/ will not be entitled for the overtime compensation.You will be eligible for [mention the benefits].  This is a full-time/half-time position so you are expected to provide [Company name] with [X] hours per week. Our standard working hours are [mention the daily working hours], Monday to Friday/saturday.  You will be eligible for [holidays], plus [mention paid time offs], which can be used at your discretion. The agreement between you and [Company Name] is considered at-will, this means either party can terminate the employment at any time, with or without notice.  Please contact me at any time if you have any questions or would like more information about this offer. My contact information is provided below.  Please download, sign, and return the included acceptance form by [mention day and date] to accept this offer.  Sincerely,  [Your Name]  [Designation and Department]  [Email address]  [Phone Number] |
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