

Job Confirmation Letter

August 1, 2023

Sarah Chan

[REDACTED]

[REDACTED]

Dear Ms. Sarah,

Congratulations on being selected as our new Technical Writer at [REDACTED]
[REDACTED] Your start date is August 8, 2023. Please prepare and submit all necessary documents to HR by your first day. We believe that your skills and expertise will greatly contribute to the success of our organization. We have full confidence in your ability to assume the responsibilities of this position and make a positive impact on our team.

Please review the attached employment contract for further details regarding your job title, compensation package, working hours, and other pertinent terms and conditions of your employment. If you agree to the terms stated, kindly sign and return a copy of the contract to us by August 3, 2023.

Should you have any questions or concerns, please do not hesitate to contact me at the provided email address. We look forward to your acceptance of this offer and joining our team at the company. Thank you once again for your interest in our organization and congratulations on your new position.

Sincerely,

[Redacted]

Hiring Manager

[Redacted]

[Redacted]