



THYNK UNLIMITED
Creative Company

department: IT

start_date: 01/01/2022

[Company Logo]

[Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are delighted to officially confirm your appointment as a Software Developer at [Company Name]. Your application and interview with our hiring manager, [Hiring Manager Name], have impressed us and we are confident that you will be a valuable addition to our team.

Your start date with [Company Name] is [Start Date]. You will be reporting to the [Department Name] department, where you will be working closely with our team of professionals to develop and



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THYNK UNLIMITED
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maintain software solutions for our clients.

Your job title will be [Position], and your employee number will be [Person Number]. As a [Position], your responsibilities will include designing, testing, and maintaining software applications, troubleshooting technical issues, and collaborating with team members to ensure timely delivery of projects.

We are excited to have you join our team and contribute your skills and expertise to our company's growth. We believe that your experience and passion for software development will be a great asset to our organization.

Please find enclosed all the necessary documents and information to facilitate your onboarding process. Kindly review and complete the documents and return them to us before your start date.

We look forward to working with you and wish you a successful and fulfilling career at [Company Name].

Sincerely,



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[Your Name]

[Your Title]

[Company Name]



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