

[Your Company Letterhead]

[Date]

Ahmed [Last Name]

[Ahmed's Address]

[City, State, Zip Code]

Dear Ahmed,

We are pleased to confirm that you have been [accepted/hired/enrolled] in [specific program/position] at [Company/Organization Name].

Details of your confirmation are as follows:

- Position/Program: [Position Title / Program Name]
- Start Date: [Start Date]
- Reporting to: [Supervisor's Name]
- Salary/Compensation: [Salary or Compensation Details] (if applicable)

We are excited to have you on board and look forward to your contributions to [Company/Organization Name]. Please feel free to reach out if you have any questions.

Best Regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]