

[Your Company Letterhead]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Embassy Official's Name],

Subject: Recruitment Confirmation for [Candidate's Name]

We are pleased to confirm the recruitment of [Candidate's Name] for the position of [Job Title] at [Your Company Name]. This recruitment is in line with our commitment to fostering a diverse and skilled workforce.

Details of the candidate are as follows:

- Full Name: [Candidate's Full Name]
- Position: [Job Title]
- Department: [Department Name]
- Start Date: [Start Date]
- Salary: [Salary Amount]

We believe that [Candidate's Name] will be an invaluable addition to our team and will contribute significantly to our ongoing projects.

Please feel free to contact us if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Website]