

[Your Company/Organization Letterhead]

[Date]

Zhou [Last Name]

[Zhou's Address]

[City, State, Zip Code]

Dear Zhou,

We are pleased to confirm your [appointment/registration/participation] with [Company/Organization Name].

Details are as follows:

- Position/Role: [Position/Role]
- Start Date: [Start Date]
- Department: [Department Name]
- Supervisor: [Supervisor's Name]

Please feel free to reach out if you have any questions or need further information. We look forward to your contributions to our team.

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]