

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation Letter for [specific purpose, e.g., Appointment, Job Offer, etc.]

We are pleased to confirm your [appointment, acceptance of job offer, etc.] at [Company Name]. Below are the details:

- Position: [Job Title/Position]

- Start Date: [Start Date]

- Reporting To: [Manager's Name]

- Salary: [Salary Details]

Please acknowledge your acceptance of this confirmation by signing and returning a copy of this letter.

Should you have any questions, feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Signature]

[Enclosure: Copy of Confirmation Letter]