Employee Name, Date:

Address.

Mobile No.

Email ID.

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_ (Employee Name),

We hereby by confirm your acceptance for the position of \_\_\_\_\_\_\_\_\_\_\_\_(designation) in the \_\_\_\_\_\_\_\_\_(department). Your commencement date of confirming your employment with us will be\_\_\_\_\_\_\_(confirmation start date).

Now you are entitled to all the company benefits stated in your employment contract under regular employment.

Please sign and return a copy of this letter as an acceptance of this job position.

We look forward to you having a long and fruitful relationship with \_\_\_\_\_\_\_(company name).

Sincerely,

Name.

Designation.

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Accepted by