**Job confirmation letter sample**

(insert the employer’s name)

(insert the employer’s position)

(insert the company’s name)

Dear (insert the name),

As we previously talked yesterday, we are happy to officially confirm your offer of employment as a (insert the position) at (insert the company’s name). After a careful evaluation of your background and your experience, we strongly believe you can fit to your new position within our company, and also to our company’s culture.

You will start your job on (insert the starting date), and there will be a 3 month probation period under the supervision of (insert the supervisor’s name).

During the probation period your main tasks will be:

(insert the main tasks and responsibilities).

Your beginning rate of compensation will be a (insert the salary) monthly, and you are expected to complete (insert the number) hours per week.

Please find attached the terms and conditions of your employment next to the Confidentiality Agreement you need to sign.

We are looking forward start working together, and we hope you will find what you professionally need inside of our company.

If you have any other questions, please contact me in the shortest time.

Best wishes,

(insert the employer’s name)

(insert the employer’s contact details)