

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Employment Confirmation and Onboarding Instructions

Dear [Candidate Name],

We are pleased to formally confirm your appointment as [Job Title] with [Company Name]. We look forward to having you join our team on your start date of [Start Date].

Reporting Details:

- **Time:** [Start Time]
- **Location:** [Office Address/Remote Link]
- **Reporting Manager:** [Manager Name]

Onboarding Requirements:

Please ensure you have the following documents ready for your first day:

- Signed Employment Agreement
- Government-issued Identification (Passport/Driver's License)
- Tax documentation (W-4/I-9 or equivalent)
- Direct Deposit/Bank Details

Schedule for Day One:

Your first day will include an orientation session, a tour of the office (if applicable), and an introduction to your immediate team. You will also receive your IT equipment and login credentials.

Should you have any questions regarding your onboarding process, please contact [HR Contact Name] at [Email Address] or [Phone Number].

We are excited to have you on board and wish you a successful career with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]