

[Company Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

To: [Employer/Company Name]  
Attn: [Contact Person Name]  
[Employer Address]

**Subject: Official Confirmation of Employer Portal Registration**

Dear [Contact Person Name],

This letter serves as official confirmation that your registration for the [Portal Name] has been successfully completed and approved.

Your organization now has full access to the employer services provided through our digital platform. Below are your registration details for your records:

- **Organization Name:** [Employer Name]
- **Registration ID:** [ID Number]
- **Username:** [Username]
- **Date of Activation:** [Date]

You may now log in to manage your account, submit required documentation, and access employer-specific resources. For security purposes, please ensure that your login credentials are kept confidential.

If you did not authorize this registration or if you encounter any technical difficulties, please contact our support team immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Signature]  
[Name of Official]  
[Title]  
[Portal/Agency Name]