

[Date]

[Candidate Full Name]

[Candidate Address]

[Candidate Email]

Subject: Confirmation of Remote Placement - [Job Title]

Dear [Candidate Name],

We are pleased to formally confirm your placement as a remote [Job Title] with [Company Name]. We were impressed with your skills and look forward to having you join our team.

The details of your remote placement are as follows:

- **Start Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Work Schedule:** [Standard Hours/Time Zone]
- **Compensation:** [Salary/Rate Details]

As this is a remote position, your primary work location will be your home office. You are expected to maintain a professional workspace with reliable internet connectivity to perform your duties effectively.

Your onboarding process will be conducted virtually. You will receive a separate email containing login credentials, access to our communication tools (such as Slack/Teams), and a schedule for your first-day orientation video call.

Please return a signed copy of the attached employment agreement and remote work policy by [Deadline Date].

If you have any questions regarding your equipment, software access, or the onboarding process, please contact [Contact Person Name] at [Contact Email].

Welcome to [Company Name]!

Best regards,

[Your Name]

[Your Title]

[Company Name]