

[Your Name]
[Your Job Title]
[Company Name]
[Date]

[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Subject: Confirmation of Offer Acceptance - [Job Title]

Dear [Candidate's Name],

I am pleased to formally acknowledge and confirm your acceptance of our employment offer for the position of [Job Title] at [Company Name]. We are thrilled to have you join our team.

As discussed, your start date will be [Start Date]. Please report to [Location/Department] at [Time] and ask for [Contact Person's Name].

Prior to your first day, please ensure that you have completed the following items:

- [Task 1: e.g., Signed employment contract]
- [Task 2: e.g., Background check authorization]
- [Task 3: e.g., Identification documents for I-9 verification]

Our HR team will follow up shortly with an onboarding schedule and details regarding your first week. If you have any questions in the meantime, please feel free to reach out to me at [Phone Number] or [Email Address].

Welcome to the team! We look forward to your contributions to [Company Name].

Best regards,

[Your Signature]

[Your Printed Name]