

Professional employment confirmation

Subject: Employment Approval for [Candidate Name]

Dear [Candidate Name],

We are pleased to inform you that your application for the position of [Position] at [Company Name] has been approved. Your employment will commence on [Start Date].

Please review the attached documents outlining your responsibilities, compensation, and benefits. Kindly confirm your acceptance by signing and returning the enclosed offer letter.

We look forward to having you on our team.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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