

Professional Verbal Agreement Confirmation for Employment Terms

Subject: Confirmation of Verbal Agreement on Employment Conditions

Dear [HR Manager's Name],

I would like to formally confirm our verbal agreement made on [date] regarding my employment offer for the position of [position title]. As agreed, my start date will be [date], with an annual salary of [amount] and the following benefits: [list benefits].

Please confirm that these terms reflect our discussion accurately. Once confirmed, I look forward to receiving the official employment contract.

Thank you for the opportunity. I'm excited to join the team!

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/verbal-agreement-confirmation>