

Formal tone for employment offer confirmation

Dear Mr. Rodriguez,

I am writing to confirm my acceptance of the verbal job offer we discussed on August 1st for the position of Regional Marketing Officer at Everline Global.

As stated, the annual salary will be AED 180,000 with additional benefits including health insurance and a relocation allowance. My expected start date is August 18, 2025.

I look forward to receiving the official written offer and starting this exciting new chapter.

Kind regards,

Jamal Ahmed

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