[Date]

[Employee’s Name]

[Address]

Dear [Employee’s name]

**Re: Confirmation of Offer of Employment**

I am pleased to confirm the offer for the [permanent/temporary fulltime/parttime] position of [Role] at [Organisation’s name], commencing on [Commencement Date].

Attached are the Terms and Conditions of Employment that apply to this position. Please read it carefully and accept to indicate your agreement to these Terms and Conditions.

We are excited to have you join our team and looking forward to working with you! If you have any questions, please feel free to reach out to [Name, position, email and phone number] at any time.

Sincerely,

[Name]

[Title]