From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DD/MM/YYYY

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr. / Mrs.\_\_\_\_\_\_\_\_\_,

We are pleased to write to you and inform you that you passed our test program, and we also reviewed your skills. We are writing to confirm that from \_\_\_\_\_\_\_\_ (dates), you will be a part of our \_\_\_\_\_\_\_\_\_\_\_\_. (Specify what confirmation is about)

You will be required to attend the orientation day, which will be \_\_\_\_\_\_\_\_\_\_\_ (date). Make sure not to miss it. You will also be required to adhere to the regulations and terms of \_\_\_\_\_\_\_\_ (name of company).

We look forward to your presence at this company. Your previous work puts you in favor of most of our company leaders. If you have any questions or queries or require certain information, please contact us in advance. See the attached document for more details.

\_\_\_\_\_\_\_\_ (Company name)  
\_\_\_\_\_\_\_\_ (Employees name)  
(Position/Title)

Regards \_\_\_\_\_\_\_\_.