



ACME GLOBAL Company | 37 Patterson Street, Houston, TX, 7702

(123) 1234567 | info@acmetech.com | www.acmetech.com

**Full Name**

**Phone Number**

**Email**

**Address**

Dear \_\_\_\_\_,

After careful evaluation of your application for the position of \_\_\_\_\_, we are pleased to inform you have been confirmed in our organization.

On your first working day you will be invited to sign an employment contract. Your salary for this position will be \_\_\_\_\_, annually. Please keep in mind that your salary and all other information regarding fringe benefits are confidential. You will receive evaluation reviews after six and twelve months of service.

As defined by your contract, you will be on probation for \_\_\_\_\_. Fringe benefit information is described in the enclosed Summary of Full-time Employee Programs handout and you can see detailed information on your employment contract.

Your start date is recorded as on \_\_\_\_\_. You will be contacted by the Human Resources to schedule your new hire orientation.

Do not hesitate to contact us with any questions about your employment here. In the meantime, we look forward to you joining the staff.

Sincerely,

Human Resources Manager

I read and understand the general matters written in this letter and accept the offered position.



Thanks for using **Job Confirmation Letter!** To edit this PDF with **Jotform Sign**, sign up for a free Jotform account today.

[EDIT PDF](#)

## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.



### JOTFORM PDF EDITOR

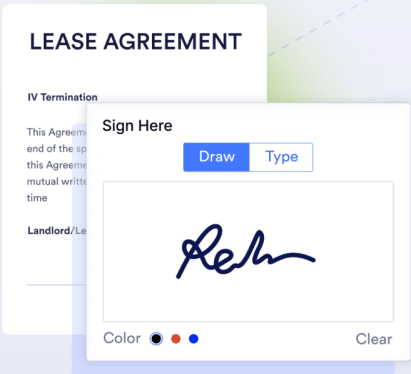
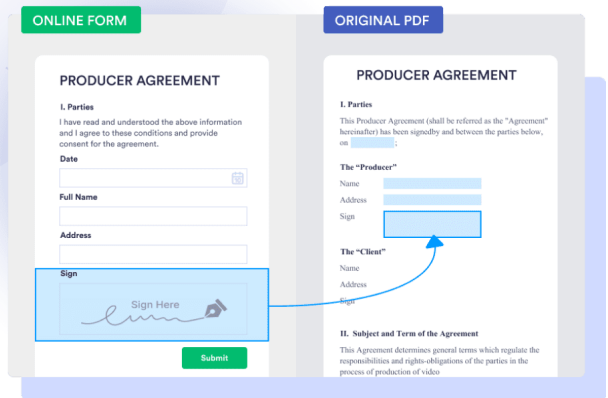
Turn form submissions into PDFs automatically — ready to download or save for your records.

[Go to PDF Editor >](#)

### SMART PDF FORMS

Convert your PDF files into online forms that are easy to fill out on any device.

[Go to Smart PDF Forms >](#)



### JOTFORM SIGN

Collect e-signatures with Jotform Sign to automate your signing process.

[Go to Jotform Sign >](#)

*These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.*