

## **Job confirmation**

Dear (Selected Candidate Name)

This has reference to your application for employment. Before joining you have to complete all document process to company.

We are pleased to offer you an employment in our organization (Company Name)., Singapore.

Your confirm date of joining on (Date).

Please ensure to bring your original & xerox documents to authenticate your education, experience, identity, Taxation (PAN Card), age and residential address details.

A formal and detailed appointment letter will be issued to you on the date of joining here.

We congratulate you on your achievement, wish you the best and assure you of our full support for a bright career with us.