

Job Offer Validation Notice

Date:

To:

Address:

Dear ,

This notice is to confirm the validation of your job offer as part of your status adjustment application. Please review the following details:

- Position Title:
- Department:
- Employment Start Date:
- Salary Offered:
- Work Location:
- Supervisor Name:

Should you have any questions regarding your job offer or this validation notice, please contact our HR department.

Sincerely,

Human Resources