To

[Recipient Name]  
[Address]  
[Email/Contact/Text]

This notice is issued by the bank (name of the bank). The subject of this notice is “Confirmation of employment letter”. The bank reserves all the rights regarding this notice.

Mr. (name of the person) you applied for the position (name of the position) advertised on (mention the date). You are hereby informed that you have been selected by our committee members for the position of (name of the position).

You are required to report at the bank (name of the bank) on (mention the complete date) at (mention the time). It is advised that you bring all the original documents and any other form of paper you think you should be keeping with you at the time of reporting. We recommend you go through the company website and look for a pdf file names as “the list of necessary documents” before joining.

In the end, we expect you to be punctual and report at the time and date mentioned. However, if due to valid reason you cannot report at the bank (name of the bank) on the given date we would be happy to facilitate you. Kindly contact the administration department of the bank and tell them about your concerns. The management after looking into the matter, if considered it a valid.

[Bank Name]  
[Branch/Address]