**LETTER TO CONFIRM A JOB DECISION**

[Senders Name]  
[Address line]  
[State, ZIP Code]

[Letter Date]

[Recipients Name]  
[Address line]  
[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

I came to know that Sean asked you to devote your time to editing the documents. I agree with him on this decision. We can use your services for editing at this time around.  
  
You are one of our very best editors. The time needed to complete the project can be shortened if you dedicate all your time to editing. Kindly give me a heads up a day before completing the editing so that I can go through the documents with you.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -