

[Your Company's Name]
[Your Company's Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as a [Job Title], effective [Start Date]. You will report to [Supervisor's Name] in the [Department Name] department.

Your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for [benefits, bonuses, etc. as applicable]. Your standard working hours will be [Hours/Week] from [Start Time] to [End Time].

Please sign and return this letter to indicate your acceptance of this offer.

We look forward to having you on our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Signature]

[Enclosures: Employment Agreement, Company Policies, etc.]