

[Your Company's Letterhead]

[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], effective [Start Date]. You have been hired as a [Job Title] and will report directly to [Supervisor's Name].

Your responsibilities will include but are not limited to:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your salary will be [Salary Amount], paid [monthly/bi-weekly].

Additionally, you will be eligible for [benefits, if applicable] as per the company policy.

Please sign and return a copy of this letter to confirm your acceptance of this position.

We are excited to have you join our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Copy of the employment letter for signature]