

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title]. Your start date will be [Start Date], and you will be reporting to [Supervisor's Name].

Your terms of employment are as follows:

- **\*\*Salary:\*\*** [Salary Amount] per [hour/year]
- **\*\*Work Schedule:\*\*** [Days and hours of work]
- **\*\*Benefits:\*\*** [Brief description of benefits offered]

Please sign and return a copy of this letter to acknowledge your acceptance of this position by [Response Due Date].

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Offer Acceptance Form]