

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to extend to you this employment letter confirming your position at [Company Name]. Your employment start date will be [Start Date], and you will be joining our team as a [Job Title].

Your initial annual salary will be [Salary Amount], payable in accordance with our standard payroll practices. You will be eligible for [benefits, PTO, etc.] as outlined in our employee handbook.

Please review this letter and confirm your acceptance by electronically signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Employee Signature: _____

Date: _____

Employer Signature: _____

Date: _____