

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you employment at [Company Name] for the position of [Job Title]. Your start date will be [Start Date].

As discussed, your starting salary will be [Salary] per [hour/month/year], and you will be expected to work [number of hours] per week. Your work schedule will be [Work Schedule].

Your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

You will report directly to [Supervisor's Name].

Please sign and return a copy of this letter by [Response Date] to confirm your acceptance of this offer.

We are excited to welcome you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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[Employee's Signature]

[Date]