

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Employment

We are pleased to acknowledge your employment with [Company Name] effective [Start Date]. Your role as [Job Title] is critical to our team, and we are excited to have you on board.

Please find below details regarding your acknowledgment:

1. ****Position****: [Job Title]
2. ****Department****: [Department Name]
3. ****Supervisor****: [Supervisor's Name]
4. ****Start Date****: [Start Date]
5. ****Employment Status****: [Full-time/Part-time/Temporary]
6. ****Salary/Hourly Rate****: [Salary or Hourly Rate]

As part of your employment, we also want to remind you of the following:

- [Brief mention of company policies or expectations]
- [Any benefits or perks that come with the position]

Please sign below to acknowledge your understanding and acceptance of the terms of your employment as outlined above.

Employee Signature: _____

Date: _____

We look forward to your contributions to [Company Name] and are thrilled to have you with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Note: Adjust the content as needed to fit your company's specifics.]