

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

****Subject: Letter of Engagement****

We are pleased to officially welcome you to [Company Name] as a member of the IT department. This letter serves as an engagement agreement outlining the terms of your employment.

****Position:**** [Job Title]

****Department:**** IT Department

****Start Date:**** [Start Date]

****Reporting To:**** [Supervisor/Manager's Name]

****Terms of Employment:****

1. ****Employment Type:**** [Full-time/Part-time/Contract]

2. ****Salary:**** [Salary Amount/Hourly Rate]

3. ****Hours of Work:**** [Standard Working Hours]

4. ****Benefits:**** [Brief on Benefits Offered]

5. ****Probation Period:**** [Length of Probation, if applicable]

****Responsibilities:****

Your responsibilities will include, but are not limited to:

- [List of Key Responsibilities]

- [Additional Responsibilities]

****Confidentiality Agreement:****

You will be required to sign a confidentiality agreement to protect sensitive company information.

****Acceptance:****

Please confirm your acceptance of this engagement by signing below and returning a copy of this letter by [Acceptance Deadline].

We are excited to have you on our team and look forward to your contributions to the IT department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Information]

****Employee Signature:**** _____

****Date:**** _____