

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to offer you a position with [Company Name] as [Job Title]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

Your initial salary will be [Salary Amount] per [hour/month/year], and you will be entitled to [briefly outline benefits such as health insurance, vacation days, etc.].

Please find enclosed documents that outline your employment terms and our company policies. We request you to sign and return the attached copy of this letter by [Deadline for Response].

We are excited to have you join our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

Enclosure: Employment Terms Document