

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Joining Letter

We are pleased to inform you that you have been selected for the position of [Job Title] with [Company Name]. Your skills and experience will be a valuable addition to our team.

Please find below the details of your employment:

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

****Department:**** [Department Name]

****Reporting Manager:**** [Manager's Name]

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

****Work Schedule:**** [Work Hours/Days]

****Salary:**** [Salary Details]

****Location:**** [Work Location]

Please reply to this email or contact us at [Contact Number] to confirm your acceptance of this offer. We look forward to welcoming you to our team.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]