

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your joining as [Job Title] with [Company Name]. Your start date is [Start Date]. Please report to [Location/Department] at [Time] for orientation.

Key details of your employment:

- Salary: [Amount]
- Reporting to: [Manager's Name]
- Work hours: [Hours]

Please confirm your acceptance by signing below.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_