

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for the position of [Job Title] at [Company Name]. Your joining date is confirmed for [Joining Date].

Please report to [Location] at [Time] on your first day. You will be meeting with [Supervisor/Manager's Name] for your initial orientation.

Enclosed with this letter are the details regarding your employment, including salary, benefits, and terms of your employment. Please sign and return the attached copy of this letter to confirm your acceptance.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Enclosure: [Joining Letter Acknowledgment]