

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

We are pleased to officially welcome you to [Company Name]! We are excited to have you join our team as a [Job Title] starting on [Start Date].

Enclosed with this letter are the details regarding your employment, including your job responsibilities, salary, benefits, and additional information that will help you as you begin your journey with us.

At [Company Name], we are committed to fostering a collaborative and innovative work environment. We believe your skills and talents will be a great addition to our team.

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

We look forward to your contributions and a successful partnership.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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[Employee Signature]

[Date]