

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Joining Letter

We are pleased to formally offer you the position of [Job Title] at [Company Name]. Your skills and experience will be a valuable addition to our team.

1. **\*\*Start Date:\*\*** You are expected to join us on [Start Date].
2. **\*\*Work Schedule:\*\*** Your regular work hours will be from [Start Time] to [End Time], [Days of the Week].
3. **\*\*Salary:\*\*** Your starting salary will be [Salary Amount], paid [Frequency].
4. **\*\*Reporting:\*\*** You will report directly to [Supervisor's Name/Title].
5. **\*\*Probation Period:\*\*** Your initial probation period will be [Duration].
6. **\*\*Benefits:\*\*** You will be eligible for [List Key Benefits] after completion of the probation period.

Please sign and return a copy of this letter to confirm your acceptance of this offer by [Response Deadline]. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Enclosure: Terms and Conditions of Employment]

[Employee Signature] \_\_\_\_\_

[Date] \_\_\_\_\_