

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that you have been officially selected to join [Company Name] as a [Job Title]. We believe you will be a valuable addition to our team.

Position: [Job Title]

Department: [Department Name]

Start Date: [Start Date]

Employment Type: [Full-time/Part-time/Contract]

Salary: [Salary Amount]

Reporting To: [Manager/Supervisor Name]

Please report to the HR department on your start date at [Time] for orientation and to complete the necessary paperwork.

We are excited to have you on board and look forward to your contributions to our team. If you have any questions or need further information, please do not hesitate to reach out.

Welcome to [Company Name]!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]