

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Acknowledgment of Employment

We are pleased to formally acknowledge your employment with KFC as a [Employee's Position] effective [Start Date]. This letter serves to confirm your role, responsibilities, and the terms of your employment with us.

Your key responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please review the enclosed documents regarding your employment terms, including compensation, benefits, and company policies.

We value your contribution to our team and look forward to working together to achieve our goals.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]

KFC