

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

Dear [Employee's Name],

This letter serves as a formal employment offer for the position of Nanny. We are pleased to confirm the details of your employment with our family.

**\*\*Position:\*\*** Nanny

**\*\*Employer:\*\*** [Your Full Name]

**\*\*Employment Start Date:\*\*** [Start Date]

**\*\*Employment Duration:\*\*** [Duration of Employment, e.g., 1 year]

**\*\*Work Schedule:\*\*** [Days/hours of work]

**\*\*Compensation:\*\*** [Salary in the local currency per month]

**\*\*Job Responsibilities:\*\***

- Supervision of [Child's Name(s)]
- Meal preparation
- Assisting with homework and educational activities
- Organizing recreational activities
- General housekeeping related to the children

**\*\*Visa Support:\*\***

We will provide the necessary documentation to support your application for an international visa, including a certificate of employment and proof of salary.

Please sign and return a copy of this letter to confirm your acceptance of this position.

We look forward to welcoming you into our home.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position, if applicable]