

[Your Pharmacy's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your employment as a Pharmacy Technician at [Pharmacy Name]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name].

Your responsibilities will include assisting pharmacists in dispensing medications, maintaining patient records, and managing inventory. The salary for this position will be [Salary], payable [Pay Frequency].

Please ensure you complete all necessary onboarding paperwork before your start date. If you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Title]

[Pharmacy Name]

[Pharmacy Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]