

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to confirm your employment with [Company Name] for the position of [Job Title]. Your start date will be [Start Date], and you will report directly to [Supervisor's Name/Title].

The terms of your employment are as follows:

- ****Salary:**** [Salary Amount], payable [bi-weekly/monthly].
- ****Work Schedule:**** [Days and hours of work].
- ****Benefits:**** [Brief description of benefits offered].

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this offer.

We are excited to welcome you to the team at [Company Name] and look forward to your contributions.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Job Title]
[Company Name]
[Company Contact Information]
Enclosure: Accepted Letter