

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your appointment for the position of [Job Title] at [Company Name]. This letter serves to formally acknowledge your acceptance of the offer extended to you on [Offer Date].

Your start date will be [Start Date], and you will be reporting to [Supervisor's Name] in the [Department Name]. Your initial salary will be [Salary Amount], and you will be entitled to [mention any benefits, e.g., health insurance, vacation days, etc.].

Please review the attached documents for additional details regarding your employment. We are thrilled to have you join our team and look forward to your contributions.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]