

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: EMPLOYMENT LETTER

We are pleased to offer you a position at [Company Name] as [Job Title].

Your start date will be [Start Date].

Your salary will be [Salary Amount] per [hour, month, or year], and you will be reporting directly to [Supervisor's Name].

As part of your employment, you will be entitled to the following benefits:

- [Benefit 1]

- [Benefit 2]

- [Benefit 3]

Please confirm your acceptance of this offer by signing below and returning this letter to us by [Deadline Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

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[Employee's Signature]

[Date]