

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title] in the [Department Name]. Your start date will be [Start Date], and you will report to [Supervisor's Name].

Your responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your starting salary will be [Salary Amount] per [hour/week/month/year], and you will be eligible for [mention any benefits, e.g., health insurance, retirement plans, etc.]. Detailed information about your benefits package will be provided to you on your first day.

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

Welcome to [Company Name]!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Email Address]

[Phone Number]

[Employee Signature] _____

[Date] _____