

[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 [Job Title], effective [Start Date].

Your starting salary will be [Salary Amount], and you will be reporting to [Supervisor's Name].

Please review the attached documents for additional details regarding your benefits and company policies.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]