

[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]. Your start date will be [Start Date] and you will report directly to [Supervisor's Name].

As discussed, your salary will be [Salary Amount] per [hour/year], and your working hours will be [Working Hours]. You will also be eligible for [Benefits/Perks, if applicable].

Please sign and return a copy of this letter to acknowledge your acceptance. We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

[Employee Signature] \_\_\_\_\_

[Date] \_\_\_\_\_