

[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 starting date will be [Start Date].

This letter serves to outline the terms of your employment:

- Position: [Job Title]
- Department: [Department Name]
- Supervisor: [Supervisor's Name]
- Salary: [Salary Amount]
- Work Hours: [Work Hours]
- Benefits: [Brief Overview of Benefits]

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

We are excited to have you join our team and look forward to your contributions!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Enclosure: Copy of the letter for signature]

[Signature Line for Employee]

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[Employee's Name]

[Date]