

[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 to [Supervisor's Name/Title].

Please find below the details of your employment:

- **\*\*Position\*\***: [Job Title]
- **\*\*Department\*\***: [Department Name]
- **\*\*Salary\*\***: [Salary Amount]
- **\*\*Benefits\*\***: [List of benefits, if applicable]
- **\*\*Work Schedule\*\***: [Days and hours of work]

We are excited to have you as part of our team and look forward to your contributions to [Company Name]. Please feel free to reach out if you have any questions prior to your start date.

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]