

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Employment

We are pleased to confirm your employment with [Company Name] in the position of [Job Title] effective [Start Date]. This letter serves to outline the terms of your employment.

1. **\*\*Position:\*\*** [Job Title]
2. **\*\*Department:\*\*** [Department Name]
3. **\*\*Location:\*\*** [Work Location]
4. **\*\*Salary:\*\*** [Annual/Hourly Salary]
5. **\*\*Work Hours:\*\*** [Standard Work Hours]
6. **\*\*Benefits:\*\*** [Brief Overview of Benefits]

As an employee of [Company Name], you are expected to adhere to the company policies and procedures. Enclosed with this letter, you will find relevant documents detailing your benefits and responsibilities.

Please sign and return a copy of this letter to indicate your acceptance of this confirmation.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Company Policies, Benefits Overview]

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