

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as a [Job Title] effective [Start Date].

Your role will include the following responsibilities:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your starting salary will be [Amount] per [hour/week/month/year], and you will be eligible for [mention any relevant benefits, e.g., health insurance, retirement plans, etc.].

As part of your employment, you are expected to adhere to our company policies and procedures as outlined in the employee handbook.

Please feel free to reach out if you have any questions or need further information. We look forward to having you on our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Signature] (if sending a hard copy)