

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your [position title] with [Company Name], effective [start date]. You have demonstrated exceptional skills and dedication, and we are excited to have you as a permanent member of our team.

Your responsibilities will include [briefly outline key responsibilities]. Your starting salary will be [salary amount], and you will be eligible for [mention any benefits, bonuses, etc.].

Please feel free to reach out if you have any questions or need further clarification regarding your role or the terms of your employment.

Congratulations on this new chapter of your career with us!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]