

[Your Company's 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] as a [Job Title], effective [Start Date].

As discussed, your role will encompass the following responsibilities:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your starting salary will be [Salary Amount] per [hour/month/year], and you will be entitled to [briefly outline benefits, if applicable].

Please review and sign the attached contract, which outlines the terms of your employment. We are excited to have you on our team!

Should you have any questions or need further information, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]