

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] in the position of [Job Title]. Your start date will be [Start Date].

As discussed, your starting salary will be [Salary] per [hour/year], and you will be reporting to [Supervisor's Name].

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Employee Signature Line]

[Date]