

[Your Company Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as [Job Title], effective [Start Date]. We are excited to have you join our team and look forward to the contributions you will make to our organization.

As discussed, your starting salary will be [Salary] per [hour/month/year], and you will be entitled to [brief mention of benefits, e.g., health insurance, retirement plan] after [probation period or other conditions].

Please feel free to reach out to us if you have any questions or need assistance as you prepare to start your journey with us. We are here to support you every step of the way.

Once again, welcome to the team! We look forward to seeing you on [Start Date].

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]