

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title], commencing on [Start Date]. Your position is [full-time/part-time] with a salary of [Salary Amount] per [hour/week/year].

Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Company Logo] (if applicable)