

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as a [Job Title] effective from [Start Date].

Your employment is subject to the terms and conditions outlined in your employment agreement. You will be reporting to [Supervisor's Name/Title], and your primary responsibilities include [Brief Description of Responsibilities].

Your salary will be [Salary Amount] per [hour/month/year], payable in accordance with our company payroll schedule. Additionally, you will be entitled to [List any benefits, such as health insurance, retirement plans, etc.].

Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number] if you have any questions or require further information.

Welcome to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]