

[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]. Your start date will be [Start Date], and you will be reporting to [Supervisor's Name/Title].

This position is [full-time/part-time], and your starting salary will be [Salary Amount] per [hour/year], payable [monthly/bi-weekly/other payment schedule]. You will also be eligible for [benefits, if applicable].

Please review and sign the enclosed documents and return them to us by [due date]. We look forward to welcoming you to our team!

If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]