

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to formally confirm your employment with [Company Name] as a [Job Title]. Your start date will be [Start Date]. You will report directly to [Supervisor's Name/Title].

As discussed, your position will entail [brief description of job responsibilities]. You will receive an annual salary of [Salary Amount], payable [monthly/bi-weekly]. In addition, you will be eligible for [mention any benefits, e.g., health insurance, retirement plan, vacation, etc.].

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

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Enclosure: Employment Agreement]