

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee 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 report directly to [Manager/Supervisor Name].

Your employment will be on a [full-time/part-time/contract] basis, and you will be compensated at a rate of [Salary/Hourly Rate]. Additional details regarding your benefits and company policies will be provided in your onboarding package.

Please sign and return a copy of this letter to acknowledge your acceptance of this offer.

We look forward to having you on our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]

[Signature]

Enclosure: Copy of this letter for signature