

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

Your roles and responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

You will report directly to [Supervisor's Name], [Supervisor's Title].

Your starting salary will be [Salary Amount] per [hour/month/year], with benefits that include [List Benefits].

We look forward to your contributions and are excited to have you as part of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]