

Engagement Letter for Employment

Date: _____

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to formally offer you the position of **[Job Title]** at **[Company Name]**. Your skills and experience are a perfect match for our team.

Position Details

Start Date: [Start Date]

Department: [Department Name]

Salary: [Salary Amount] per [hour/year]

Responsibilities

You will be responsible for the following:

- [First Responsibility]
- [Second Responsibility]
- [Third Responsibility]

Conditions of Employment

This offer is contingent upon the successful completion of any background checks and reference checks.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

Accepted by:

[Employee's Name]

Date: _____