

Employment Arrangement Draft

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm the following employment arrangement with you:

Position

Your position will be [Job Title] reporting to [Manager's Name].

Start Date

Your start date will be [Start Date].

Compensation

Your salary will be [Salary Amount] per [hour/week/month/year], payable in accordance with the company's standard payroll schedule.

Work Hours

Your regular work hours will be [Work Hours] per week.

Benefits

You will be eligible for [list of benefits] after [waiting period].

Please signify your acceptance of this employment arrangement by signing below and returning a copy to us by [Return Date].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Signature of Employee

Date: _____