

Employment Commencement Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name]. Your official start date will be [Start Date]. You will be reporting to [Supervisor's Name] at [Location].

Your starting salary will be [Salary Amount], and you will be eligible for [benefits or other compensation details].

Please feel free to reach out if you have any questions before your start date.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]