

# Employment Contract Acknowledgment

Date: [Insert Date]

To,

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

Dear [Employee's Name],

This letter is to acknowledge that you have received, reviewed, and accepted the employment contract provided to you by [Company Name] on [Date of Contract]. Your role as [Job Title] commences on [Start Date].

Please sign and return a copy of this letter to confirm your acknowledgment.

Thank you for joining our team.

Sincerely,

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

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Employee Acknowledgment:

I, [Employee's Name], acknowledge receipt of the employment contract and agree to its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_