

Employment Contract Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title] effective [Start Date]. This letter serves as a formal confirmation of your employment and outlines the key terms of your employment contract.

Position and Responsibilities

Your position will be [Job Title]. You will report directly to [Supervisor's Name] and be responsible for the following duties:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Compensation

Your annual salary will be [Salary Amount] payable in [pay frequency, e.g., monthly, bi-weekly] installments.

Benefits

You will be entitled to [list benefits, e.g., health insurance, retirement plans, vacation days].

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

We look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Employee's Name] - Signature

Date: _____