

# Employee Contract Agreement for Benefits Inclusion

**Date:** [Insert Date]

**Employee Name:** [Employee Full Name]

**Employee Address:** [Employee Address]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter serves as a formal agreement regarding the benefits included in your employment with us.

## Benefits Included:

- Health Insurance: [Details of health insurance plan]
- Retirement Plan: [Details of retirement plan]
- Paid Time Off: [Details on vacation, sick leave, etc.]
- Other Benefits: [Any other benefits applicable]

Please sign below to acknowledge your acceptance of this agreement.

Thank you, and we look forward to having you on our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

## Signature:

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[Employee Name]