

# Official Employment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to formally offer you the position of [Job Title] with [Agency Name]. Your role will be instrumental in providing essential services to the community. This letter serves to confirm your employment details.

## Position Details:

- **Start Date:** [Insert Start Date]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Salary:** [Salary Information]
- **Hours:** [Working Hours]

Your responsibilities will include, but are not limited to:

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

Please sign and return a copy of this letter to indicate your acceptance of the position. We are excited to welcome you to our team and look forward to your contributions in enhancing our services.

Sincerely,

[Your Name]

[Your Job Title]

[Agency Name]

[Agency's Address]

[City, State, Zip Code]

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**Acceptance:** I, [Employee's Name], accept the terms of employment as stated above.

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