

# Compensation Confirmation Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your compensation details for the position of [Job Title] at [Company Name]. Your annual salary will be [Salary Amount], and you will be paid on a [bi-weekly/monthly] basis, starting from your first day of employment, [Start Date].

In addition to your salary, you will also be eligible for the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Should you have any questions regarding your compensation package, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]