

Pay Rate Assurance Letter

Date: [Insert Date]

[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] starting on [Start Date]. As discussed in our previous communications, we would like to assure you of your pay rate and employment terms.

Your agreed hourly rate will be [Hourly Rate] or an annual salary of [Annual Salary]. This pay rate will commence on your first day of employment, and will be reviewed annually.

Please feel free to reach out if you have any questions regarding your pay or employment terms. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]