

Salary Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your salary details prior to your employment with [Company Name]. You have been offered the position of [Job Title], and your starting salary will be [Salary Amount] per annum, payable in [frequency, e.g., monthly, bi-weekly].

In addition to your salary, you will also be eligible for [mention any bonuses, benefits, or other compensations].

Please review the terms outlined and feel free to reach out if you have any questions.

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]