

Salary Terms Confirmation Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter is to confirm the terms of your salary and other conditions of your employment.

Salary Terms

- **Base Salary:** \$[Annual Salary] per year
- **Payment Schedule:** [Bi-weekly/Monthly]
- **Start Date:** [Start Date]
- **Benefits:** [Details of medical, dental, etc.]
- **Bonuses:** [Details if applicable]

Please confirm your acceptance of these terms by signing below and returning a copy of this letter by [Date].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Acceptance

I, [Candidate's Name], accept the terms of employment as outlined above.

[Candidate's Signature] [Date]