

# Employment 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 employment with [Company Name] in the position of [Job Title]. Your start date will be [Start Date], and your work schedule will be [Work Schedule].

As discussed, your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for [benefits, if any].

Please sign and return a copy of this letter to confirm your acceptance of this employment offer.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Accepted by:

[Employee's Signature] \_\_\_\_\_

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