

Employment Terms Scrutiny

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Subject: Scrutiny of Employment Terms

Dear [Employee's Name],

We are writing to address the terms of your employment as per the agreement dated [Insert Date of Agreement]. Our aim is to ensure that both parties uphold a clear understanding of the conditions of your employment.

Employment Terms Review:

- **Job Title:** [Insert Job Title]
- **Start Date:** [Insert Start Date]
- **Salary:** [Insert Salary Details]
- **Work Hours:** [Insert Work Hours]
- **Benefits:** [Insert Benefits Details]

Please review these terms and confirm your agreement by signing below and returning this letter. If you have any questions or require clarification on any points, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

Employee Confirmation:

I, [Employee's Name], confirm that I have reviewed and agree to the above employment terms.

Signature: _____

Date: _____