

# Letter of Employment Terms Clarification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm the terms of your employment with [Company Name]. This letter serves to clarify and outline the key components of your employment agreement as discussed.

## Employment Position

Your position will be [Job Title] effective [Start Date]. You will report directly to [Supervisor's Name].

## Compensation

Your starting salary will be [Salary Amount] per [Hour/Year], payable in accordance with the company's standard payroll schedule.

## Benefits

You will be eligible for the following benefits: [List benefits such as Health Insurance, Retirement Plans, Paid Time Off, etc.].

## Work Hours

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

## At-Will Employment

This employment is at-will, meaning either you or the company can terminate the employment relationship at any time, with or without cause.

If you have any questions or need further clarification, please do not hesitate to contact me.

We look forward to your contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]  
[Company Name]  
[Contact Information]