

Site Supervisor Role Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your role as Site Supervisor with [Company Name], effective [Start Date]. In this position, you will be responsible for overseeing site operations, ensuring compliance with safety regulations, and managing on-site personnel.

Your starting salary will be [Salary Amount], payable [Frequency]. Additionally, you will be eligible for [benefits, if applicable].

Please sign and return a copy of this letter to confirm your acceptance of the Site Supervisor position. We look forward to your contributions and are excited to have you on board.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]