

Electronic Signature Acceptance for Employment Documents

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to inform you that your electronic signature has been accepted for the necessary employment documents associated with your position at [Company Name]. This includes, but is not limited to, your employment contract, tax forms, and related onboarding paperwork.

By providing your electronic signature, you have agreed to the terms and conditions outlined in the documents. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation, and we look forward to having you as part of our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]