

Employment Confirmation Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

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 you will report directly to [Supervisor's Name/Title].

This confirmation serves to recognize your acceptance of the position under the terms discussed. Your salary will be [Salary Amount] per [hour/month/year], and you will be eligible for [benefits, if applicable].

If you have any questions or require further information, please feel free to contact us at [Contact Information].

Welcome aboard!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]