

Employment Agreement Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to confirm your employment agreement with [Company Name] as a [Job Title], effective [Start Date]. This agreement outlines the terms and conditions of your employment, including your salary, benefits, and responsibilities.

We look forward to welcoming you to our team and are excited about the contributions you will make at [Company Name].

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]