

Employment Engagement Confirmation

Dear [Employee's Name],

We are pleased to formally confirm your engagement with [Company Name] as [Job Title] effective [Start Date].

Your initial salary will be [Salary Amount] per [Month/Year], and you will be reporting to [Manager's Name]. This letter outlines the terms of your employment and serves as a confirmation of the details discussed during the interview process.

We look forward to your contributions to our team and are excited to have you onboard.

Should you have any questions regarding this offer, please do not hesitate to reach out.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]