

Employment Relationship Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to acknowledge your employment relationship with [Company Name]. This letter serves to formalize the terms of your employment and confirm our mutual understanding.

Your position is [Job Title], and your reported to [Supervisor's Name]. Your employment commenced on [Start Date], and to this day, you have been a valued member of our team.

The terms of your employment include:

- **Compensation:** [Salary/Hourly Rate]
- **Benefits:** [List of Benefits]
- **Work Schedule:** [Work Hours and Days]

We appreciate your contributions to [Company Name] and look forward to your continued success and growth within the organization.

Should you have any questions regarding your employment status or any terms mentioned above, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]