

Employment Terms Acknowledgment

Date: [Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Dear [Employee Name],

This letter serves as an acknowledgment of the employment terms discussed and agreed upon by both parties. Please review the following terms:

Position

[Job Title]

Start Date

[Start Date]

Salary

[Salary Details]

Working Hours

[Working Hours]

Benefits

[Benefits Information]

By signing below, you acknowledge that you have read and understood the terms of your employment.

Employee Signature

Date: _____

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]