

Labor Agreement Confirmation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your acceptance of the labor agreement as discussed on [insert date of discussion]. This agreement outlines the terms and conditions of your employment, including but not limited to your role, responsibilities, compensation, and benefits.

Below are the main terms of the agreement:

- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Salary:** [Salary Amount]
- **Working Hours:** [Working Hours]
- **Additional Benefits:** [Details of Benefits]

Please review the attached labor agreement carefully. If you agree to the terms stated, please sign and return a copy by [return date]. Should you have any questions or require further clarification, feel free to contact me directly.

We look forward to welcoming you to the team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email]