

Staff Contract Acceptance Letter

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your acceptance of the position of [Job Title] at [Company Name]. Your start date will be [Start Date]. This letter serves as a formal acceptance of the terms outlined in your employment contract dated [Contract Date].

Please find the summary of your employment terms below:

- Position: [Job Title]
- Salary: [Salary Amount]
- Benefits: [List of Benefits]
- Work Schedule: [Work Schedule]

We are excited to have you join our team and look forward to your contributions to the company.

Thank you for your acceptance.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]