

# Employment Onboarding Letter

Date: [Insert Date]

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as [Job Title]. Your start date is scheduled for [Start Date]. Below are the stipulated conditions of your employment:

## Work Schedule

Your working hours will be [Insert Work Schedule].

## Salary and Benefits

Your salary will be [Insert Salary], and you will be eligible for the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

## Probation Period

Please note that you will be on a probation period of [Insert Duration], during which your performance will be evaluated.

## Documentation Required

Before your start date, please provide the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or need further information, please do not hesitate to contact us.

We look forward to welcoming you to our team!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]