

Contract Delivery Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm the delivery of your Employment Contract, which outlines the terms and conditions of your employment with [Company Name]. The contract was sent to your provided address on [Delivery Date].

We kindly request that you review the contract thoroughly and return a signed copy by [Due Date]. If you have any questions or need further clarification, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]