

Acknowledgment of Employee Benefits

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We are pleased to inform you that your selection for the employee benefits program has been successfully processed. Below is a summary of the benefits you are entitled to:

- Health Insurance: [Details]
- Retirement Plan: [Details]
- Paid Time Off: [Details]
- Additional Benefits: [Details]

Please acknowledge receipt of this letter and confirm your acceptance of these benefits by signing and returning the attached copy.

Thank you for your continued contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]