[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to offer you employment at [Your Company Name] as [Position Title]. This letter confirms the terms and conditions of your employment with us.

Effective Date: [Start Date]

Salary: [Salary Amount] per [Salary Period]

Work Hours: [Number of Hours] per [Work Period]

[Optional: Any additional details about salary, benefits, or working conditions]

As an employee of [Your Company Name], you will be expected to abide by all company policies and procedures and to fulfill the responsibilities of your position to the best of your ability. This includes maintaining confidentiality of company information, adhering to our code of conduct, and contributing positively to our work environment.

Please review this letter carefully and sign and return a copy to indicate your acceptance of the terms outlined herein. If you have any questions or need further clarification, please do not hesitate to contact us.

We look forward to welcoming you to our team and are excited about the contributions we know you will make to our organization.

Sincerely,

[Your Name]

[Your Position Title]

[Your Contact Information]