

# Letter Confirmation of Job Offer

Date:

Name of Applicant

Address

Dear (Name of Applicant):

We are pleased to offer you the position of (specify) at ABC Company.

Your job will commence on (specify date) and your starting salary will be (specify) per week.

Please report to (name of supervisor) on (specify) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of ABC Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to your actual start date.

Please report to (name of supervisor) on (specify) prior to your commencement of employment. You will be required to complete necessary payroll and personnel forms and your benefits package will be explained to you in detail. Additionally, we require every employee of ABC Company to complete the enclosed Confirmation of At-Will Employment Form and sign a standard Employment Agreement and Non-Competition and Confidentiality Agreement prior to

We look forward to your arrival at ABC Company.

If you have any questions or comments, please call me immediately.

Very truly yours,