[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: LETTER TO CONFIRM EMPLOYMENT**

Dear [CONTACT NAME],

We are pleased to confirm you are being employed by our company in the capacity of [POSITION]. You will report directly to [NAME], commencing with your start of employment on [DATE].

Your salary will be [CURRENCY ANNUAL SALARY] per annum. You will also be included in the standard group benefit plans, and fringe benefits explained to you. For your first year, vacation time shall be pro-rated, so you will be entitled to [NUMBER] vacation days for this year.

It is understood and accepted that the employment relationship we have agreed to is an at-will relationship and that it may be ended by either party, at any time, and for any reason.

If you agree this letter sets forth our understanding, please sign the enclosed copy and return for our files.

We look forward to your joining the company.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Agreed and Accepted:

Employee

Date