

# Letter Confirming Employment

Date:

To: (Employee)

Dear:

We are pleased to confirm your employment by our firm in the capacity of \_\_\_\_\_ . You will report directly to \_\_\_\_\_ , commencing with your start of employment on \_\_\_\_\_ , 201(x). Your salary shall be \$ \_\_\_\_\_ per \_\_\_\_\_ .

For the first year vacation time shall be prorated, so you will be entitled to \_\_\_\_\_ days vacation for this year. If you agree that this letter reflects our understanding, please sign the enclosed copy and return same for our files. We look forward to your joining the company.

Yours very truly,

\_\_\_\_\_