

Formal Employment Contract Confirmation

Subject: Employment Contract Agreement Confirmation

Dear [Employee Name],

We are pleased to confirm your acceptance of the employment contract for the position of [Job Title] at [Company Name]. This letter serves as our mutual agreement to the terms and conditions outlined in the contract dated [Date].

Your employment will commence on [Start Date] with an annual salary of \$[Amount]. The contract includes provisions for health benefits, vacation time, and performance evaluations as detailed in the attached documentation.

Please sign and return one copy of this letter by [Date] to confirm your agreement to all terms. We look forward to a successful working relationship.

Best regards,

[Your Name]

[Title]

[Company Name]

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