

# Work Authorization Letter

Dear [Employee Name],

This letter serves as authorization for you to work with [Company Name] starting from [Start Date] as a/an [Job Title]. We are excited to have you join our team and look forward to your contributions.

As part of your employment, you will be required to perform various duties and responsibilities as outlined in your job description. You will also be expected to comply with all company policies and procedures, including but not limited to those related to attendance, conduct, and safety.

Your employment with our company is contingent upon the successful completion of any necessary background checks or screenings, including but not limited to employment verification and criminal background checks.

Your compensation for this position will be [Salary/Benefits/Compensation Package]. You will be expected to work [Number of Hours] hours per week and report to [Manager/Supervisor's Name].

Please sign and return a copy of this letter to indicate your acceptance of the terms of employment.

If you have any questions, please do not hesitate to contact us.

We look forward to your contributions and wish you a successful and fulfilling career with our company.

Sincerely,

[Employer's Name]

[Employer's Signature]