



Full Name

Phone Number

Email

Address

Dear _____,

After careful evaluation of your application for the position of _____, we are pleased to inform you have been confirmed in our organization.

On your first working day you will be invited to sign an employment contract. Your salary for this position will be _____, annually. Please keep in mind that your salary and all other information regarding fringe benefits are confidential. You will receive evaluation reviews after six and twelve months of service.

As defined by your contract, you will be on probation for _____. Fringe benefit information is described in the enclosed Summary of Full-time Employee Programs handout and you can see detailed information on your employment contract.

Your start date is recorded as on _____. You will be contacted by the Human Resources to schedule your new hire orientation.

Do not hesitate to contact us with any questions about your employment here. In the meantime, we look forward to you joining the staff.

Sincerely,

Human Resources Manager

I read and understand the general matters written in this letter and accept the offered position.



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