[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Employment Agreement**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter of agreement for your employment for the position of [mention Job Position] in our company [mention Company Name]. You were interviewed on [mention Date] by our recruiting team and they have agreed to select you for the position of [mention Job Position].

You have already been given the appointment letter and this letter is to make official your employment agreement with the company. All the terms and conditions of your employment have been stated in the agreement of employment.

We hope that you will prove your worth to our company with your professionalism, skills, and abilities. If you have any queries or questions, feel free to contact us any time during business hours.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]