

Work Contract Letter Sample Format

[Your Company Letterhead]

[Your Company Name] [Your Company Address] [City, State, Zip Code] [Date]

[Employee's Full Name] [Employee's Address] [City, State, Zip Code]

Work Contract Letter

Dear [Employee's Full Name],

We are pleased to extend an offer of employment for the position of [Job Title] at [Your Company Name]. After careful consideration of your qualifications and experience, we believe that your skills align well with the requirements of this role.

Terms of Employment:

1. **Position:** [Job Title]
2. **Department:** [Department Name]
3. **Start Date:** [Start Date]
4. **Probation Period:** [Specify if applicable]
5. **Working Hours:** [Specify if applicable]
6. **Compensation:** [Specify details, including salary, benefits, bonuses, etc.]
7. **Reporting to:** [Supervisor/Manager's Name]
8. **Location:** [Office Location, if applicable]

Responsibilities: Your responsibilities will include [Briefly outline key job responsibilities].

Terms and Conditions:

1. Your employment is subject to successful completion of [Probation Period, if applicable].
2. You are expected to adhere to all company policies and procedures.
3. Any additional terms and conditions are outlined in the attached employee handbook.

Benefits: As an employee, you will be eligible for [Specify Benefits, e.g., health insurance, retirement plans, etc.].

Confidentiality Agreement: To protect the company's confidential information, you will be required to sign the attached confidentiality agreement.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline].

We look forward to welcoming you to [Your Company Name] and believe that your contributions will significantly contribute to our success.

If you have any questions or require further clarification, please feel free to contact [HR Contact Name] at [HR Contact Email/Phone].

Congratulations, and we look forward to a mutually beneficial working relationship.

Sincerely,

[Your Full Name] [Your Position] [Your Company Name]

Acceptance Section:

I, [Employee's Full Name], accept the terms and conditions outlined in this Work Contract Letter.

Employee's Signature: _____

Date: _____

[Attach: Confidentiality Agreement, Employee Handbook, etc.]