[Organization Details (Phone Number, Address etc.)]

[Insert Date Here]

Dear [Insert Employee Name],

Congratulations! It is my pleasure to welcome you aboard our team here at [Organization Name]. I am pleased to confirm your acceptance of our offer of employment for the [Full time/Part time] position of [Insert Job Title Here]. I am confident that with your skills and experience, you will excel within our organization and we are all here to support you in your transition to this new role and your professional endeavours. You will be reporting directly to [Insert Name Here/Me] and I encourage you to reach out with any questions that you may have. As per your employment agreement, your starting pay will be at the rate of [Insert $X] per hour, to be paid on a [Insert pay schedule. Eg. Biweekly] pay schedule and there will be a probationary period of [Insert # Days/Weeks/Months] that you will begin serving on your official start date, which is [Insert Date Here]. I look forward to your arrival on your scheduled start date at [Insert Scheduled Start Time]. You will be provided with all of the resources and information you need in order to prepare for your first week at that time and I am here to support you in any way that I can.

I am delighted that you will be joining our team! Your role is crucial to fulfilling our organizational mission and goals. Please don't hesitate to reach out to me via [Insert Method. Eg. Email, Phone] if you have any questions.

Looking forward to your success here at [Organization Name]!

Sincerely,

[Insert Name Here], [Insert Title Here]