

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Confirmation of Employment – Cites Agreements Made in Interview –  
Company to Employee

Dear :

We at {Name of Company} are excited to have you join our work team as {Position}. I believe that you will find {Name of Company} is one of the best companies in which to begin a career in the field of law. In accepting this position, you will be responsible for {Duties and Responsibilities}. In our last interview, we agreed that \$ annually was a commensurate salary considering your experience and training.

We look forward to working with you. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E