

CONGRATULATIONS!

**Welcome aboard and
congratulations on joining the
team!**

**Please complete the form and email the
filled-out version to the following
address:**

[Your Company Name]

[Company Address]

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. Your start date will be [Start Date], and you will report to [Manager Name], [Manager Title].

Your compensation will be [Salary] per [hour/month/year], paid on a [weekly/bi-weekly/monthly] basis.

This position is [full-time/part-time] and [exempt/non-exempt] under the Fair Labor Standards Act.

Please sign and return this letter by [Response Deadline] to confirm your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Email]

[Company Name]

Accepted by: _____ Date: _____

Full Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Social Security Number (optional): _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Relationship: _____

Position Hired For: _____

Start Date: _____

This Non-Disclosure Agreement ("Agreement") is made between [Company Name] and [Employee Name], effective [Date].

The Employee agrees not to disclose, use, or share any confidential information obtained during employment, including but not limited to client lists, financial data, internal processes, or trade secrets.

This agreement remains in effect during and after employment.

Signed: _____ (Employee) Date: _____

Signed: _____ (Company Rep) Date: _____