## Sample Hire Letter

February 11, 2017

Mr. John Smith

1234 Any Street

City, State ZIP

Dear John:

This letter confirms that you are being hired in the position of associate director of development at the Newtown Symphony Orchestra. As we discussed, you will begin work on March 1, 2017. Your annual salary will be $55,000.

Your supervisor will be the director of development, and your duties and responsibilities are those outlined in the attached job description.

I have enclosed a copy of the symphony’s personnel policies. Please read them carefully and sign and return the enclosed copy of this letter to acknowledge receipt of the policies.

Also enclosed is information on the orchestra’s health benefits package.

I am very pleased that you have accepted this position and look forward to working with you.

Sincerely,

Jane Doe

Managing Director

I acknowledge receipt of Newtown Symphony Orchestra’s personnel policies.

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John Smith Date

Enclosures

1. Personnel policies

2. Job description

3. Health benefits information