

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Employee's Name]
[Employee's Address]
[City, State, ZIP Code]

Dear [Employee's Name],

Subject: **Letter of Employment Commitment**

I am pleased to confirm our offer of employment to you for the position of **[Job Title]** at **[Your Company]**. This letter outlines the terms and conditions of your employment commitment with our organization.

1. **Position:**
 - Title: **[Job Title]**
 - Department: **[Department Name]**
 - Reporting to: **[Supervisor's Name and Title]**
2. **Start Date:**
 - Your employment will commence on **[Start Date]**.
3. **Compensation:**
 - Your starting salary will be **[amount in currency]** per **[year/month/week]**, payable in accordance with our standard payroll practices.
 - You will also be eligible for the following benefits: **[list benefits, such as health insurance, retirement plans, bonuses, etc.]**.
4. **Work Schedule:**
 - Your regular working hours will be from **[start time]** to **[end time]**, **[days of the week]**.
 - You may be required to work additional hours as necessary to fulfill your job responsibilities.
5. **Duties and Responsibilities:**
 - As **[Job Title]**, your duties will include, but are not limited to: **[brief description of job duties]**.
 - You are expected to perform these duties to the best of your ability and in compliance with company policies.
6. **Probationary Period:**
 - Your initial probationary period will be **[number]** months, during which your performance and suitability for the role will be evaluated.
 - At the end of the probationary period, your employment status will be reviewed, and a decision will be made regarding your continued employment.

7. **Confidentiality and Non-Compete Agreement:**

- You will be required to sign a confidentiality agreement and a non-compete agreement as a condition of your employment.

8. **Termination:**

- Your employment is at-will, meaning either party may terminate the employment relationship at any time, with or without cause, and with or without notice.

We are confident that you will be a valuable addition to our team and look forward to your contributions to **[Your Company]**. Please sign below to acknowledge your acceptance of this employment commitment.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Employee's Name]

[Employee's Signature]

[Date]