

# Compensation Acknowledgement Letter

[Date]

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

Dear [Employee Name],

This letter serves as formal acknowledgement of the details regarding your compensation with [Company Name].

Please be informed that your compensation has been set as follows:

**Position:** [Job Title]

**Annual Salary:** [Salary Amount]

**Effective Date:** [Effective Date]

Kindly review this information and confirm your understanding and acceptance of the compensation package by signing below.

If you have any questions, please feel free to contact the Human Resources department.

Sincerely,

[Your Name]  
[Your Position]

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[Employee Signature]  
Date: \_\_\_\_\_