

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you on our team.

As part of your onboarding, this letter provides an overview of your compensation and benefits package. Our goal is to support your health, wealth, and professional growth.

1. Compensation

Your starting base salary is [Amount] per [Pay Period], payable on our regular pay dates. Your first payday will be [Date].

2. Health and Wellness

You are eligible for the following insurance plans effective [Date/Eligibility Period]:

- Medical Insurance
- Dental and Vision Plans
- Life and Disability Insurance

3. Retirement Savings

You are eligible to participate in our [401k/Pension Plan]. The company provides a match of [Percentage/Amount] after [Length of Service].

4. Paid Time Off (PTO)

You will accrue [Number] days of vacation and [Number] days of sick leave per year. You are also entitled to [Number] paid company holidays.

5. Next Steps

Please log in to our benefits portal at [URL/Link] to complete your enrollment by [Deadline].

If you have any questions regarding your package, please contact the HR Department at [Email Address] or [Phone Number].

Sincerely,

[Name/Signature]

[Title]

[Company Name]