

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally confirm my acceptance of the **[Position Title]** position at **[Company Name]**. I am excited about the opportunity to contribute to the team and look forward to starting on **[Start Date]**.

As discussed, my initial salary will be **[Initial Salary Amount]**. In line with our conversation, I would like to confirm our agreement regarding the conditions for a future salary increase. The following outlines the terms we have discussed:

- A performance review will take place after **[Time Frame, e.g., six months]** of employment.
- During this period, specific performance criteria and objectives will be established and mutually agreed upon within my first month of employment.
- Upon meeting these milestones, a review will be conducted, and, if objectives are achieved, the salary will be adjusted to **[Proposed Increased Salary]**.
- The review and potential salary adjustment will occur no later than **[Date or Time Period]**.

I appreciate having these conditions set forth to support both my personal growth and the company's objectives. If you require any additional documentation or would like to clarify any terms, please let me know.

Thank you once again for this opportunity. I look forward to joining the team and contributing to **[Company Name]**'s success.

Sincerely,  
[Your Name]