

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your employment with [Company Name].

****Position:**** [Employee's Job Title]

****Department:**** [Department Name]

****Employment Start Date:**** [Start Date]

****Employment Type:**** [Full-time/Part-time/Temporary]

****Salary/Pay Rate:**** [Salary/Pay Rate]

We are pleased to have you as part of our team and look forward to your contributions to [Company Name].

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]