

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Employment Confirmation

We are pleased to confirm your employment at [Company Name] as a [Job Title] effective [Start Date].

This letter serves to affirm that you are employed in a full-time capacity and are eligible for [mention any benefits, if applicable]. Your annual salary will be [Salary Amount], paid on a [bi-weekly/monthly] basis.

Your working hours will be from [Start Time] to [End Time], [Days of the Week].

Please feel free to reach out if you have any questions regarding your employment or benefits.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]