

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name]. You joined our team on [Start Date] as a [Job Title].

Your role involves [brief description of job responsibilities]. You are currently working in the [Department Name] and report to [Supervisor's Name].

Your employment status is [full-time/part-time/contract], and your current salary is [Salary Amount] per [hour/week/month/year].

If you have any questions or require further information, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]