

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm your employment at [Company Name]. Below are the details of your employment:

****Employee Information****

- ****Name:**** [Employee's Full Name]
- ****Position:**** [Employee's Job Title]
- ****Department:**** [Employee's Department]
- ****Employment Start Date:**** [Start Date]
- ****Employment Status:**** [Full-time/Part-time/Contract]

****Job Responsibilities:****

[Brief overview of job responsibilities and duties]

****Salary and Benefits:****

- ****Salary:**** [Annual/Monthly/Hourly Salary]
- ****Benefits:**** [List of benefits, if applicable]

If you have any questions regarding this letter or your employment, please feel free to contact [Contact Person's Name and Position] at [Contact Person's Phone Number] or [Contact Person's Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Company Address]

[City, State, Zip Code]