

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name]. This letter outlines the details of your employment:

****Employee ID:**** [Employee ID]

****Position:**** [Employee Position]

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

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

****Employment Status:**** [Full-Time/Part-Time/Temporary]

****Salary/Hourly Rate:**** [Salary/Rate]

****Work Schedule:**** [Work Schedule]

We look forward to your contributions to our team. If you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]