

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] with [Company's Name].

****Employee Details:****

- Job Title: [Employee's Job Title]

- Employment Dates: [Start Date] to [End Date or Present]

- Employment Status: [Full-time/Part-time/Temporary]

- Salary: [Salary Amount, if applicable]

[Employee's Name] has been a valued employee during their tenure with us.

Their contributions to our team include [briefly describe responsibilities or notable achievements].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]