

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

****Employee Details:****

- Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Employment Start Date: [Start Date]

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

- Annual Salary: [Salary Amount]

[Employee's Name] has been a valuable member of our team, contributing significantly to [mention key responsibilities or projects].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]