

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

RE: Employment Confirmation

This letter serves to confirm your employment with [Company Name]. You have been employed with us since [Start Date] as a [Job Title]. Your current employment status is [Full-time/Part-time/Temporary], and you work in the [Department/Team Name].

Your current salary is [Salary Amount] per [hour/week/month/year], and you are eligible for [any additional benefits or bonuses].

If you require any further information, please do not hesitate to contact our HR department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]