

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation Letter

We are pleased to confirm your employment with [Company Name] as a [Job Title], effective [Start Date]. This letter serves as official documentation of your position with us.

Your current employment details are as follows:

- **Employee ID**: [Employee ID]
- **Department**: [Department Name]
- **Supervisor**: [Supervisor's Name]
- **Salary**: [Salary]
- **Employment Status**: [Full-time/Part-time/Contract]

Please keep this letter for your records. Should you have any questions or require further information, feel free to contact [HR Contact/Manager's Name] at [HR Contact Phone Number] or [HR Contact Email].

We are looking forward to your continued contributions to our team.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]