

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
This letter serves to confirm the employment of [Employee Name] with
[Company Name].
Employee Details:
- Name: [Employee Name]
- Job Title: [Employee Job Title]
- Employment Start Date: [Date]
- Employment Status: [Full-time/Part-time/Temporary]
- Annual Salary: [Salary Amount] (if applicable)
[Employee Name] is currently employed in the capacity of [Job Title] and
is responsible for [Brief Description of Job Duties].
If you require any further information, please do not hesitate to contact
me directly at [Your Phone Number] or [Your Email Address].
Sincerely,
[Your Name]
[Your Job Title]
[Company Name]