

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

Subject: Job Security Assurance

We are pleased to provide you with this letter as an assurance of your job security with [Company Name]. Due to [specific reasons, e.g., continued growth, project stability], we would like to confirm that your position as [Job Title] is secure and you will not face any layoffs in the foreseeable future.

We value your contributions to our team and are committed to providing a stable work environment for you and all our employees.

If you have any questions or need further clarification, please feel free to reach out to your manager or the HR department.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]