

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company or Institution]

[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 Information:

- Name: [Employee's Name]
- Job Title: [Employee's Position]
- Date of Employment Start: [Start Date]
- Employment Status: [Full-Time/Part-Time/Temporary]
- Annual Salary: [\$XX,XXX] (optional)

[Employee's Name] has been a valued member of our team and currently holds the position of [Employee's Position].

If you require any more information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]