

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

This letter is to confirm your employment with [Company Name] as a [Job Title]. Your employment began on [Start Date], and you are currently employed on a [Full-time/Part-time] basis.

Your current salary is [Salary Amount] per [hour/year], and you are eligible for [benefits, if applicable] as detailed in your employment agreement.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]