

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Full Name] with [Your Company's Name].

**\*\*Employee Details:\*\***

- Position: [Employee's Job Title]

- Employment Status: [Full-time/Part-time]

- Start Date: [Employee's Start Date]

- Current Salary: [Employee's Salary, if applicable]

[Employee's Full Name] is currently employed in good standing and has been a valuable member of our team. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]