

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment as a Security Guard with [Your Company Name]. Your employment will commence on [Start Date], and you will report to [Supervisor's Name/Title].

Position: Security Guard

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

Hourly Rate/Salary: [Specify remuneration]

Work Schedule: [Days and hours of work]

As a Security Guard, your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please acknowledge your acceptance of this employment offer by signing and returning this letter by [Date].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

I, [Employee's Name], accept the terms of employment stated in this letter.

[Employee's Signature]

[Date]