

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your employment with [Company Name]. Below are the details of your employment:

****Employee Name:**** [Employee's Full Name]

****Position/Title:**** [Employee's Job Title]

****Start Date:**** [Start Date]

****Employment Status:**** [Full-Time/Part-Time/Temporary]

****Salary/Hourly Rate:**** [Salary or Hourly Rate]

****Department:**** [Department Name]

Please feel free to reach out to the HR department if you have any questions or require further information regarding your employment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]