

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as a [Job Title] in the [Department Name]. Your start date was [Start Date], and you have been an integral part of our team since then.

As discussed, your employment details are as follows:

- ****Employee ID****: [Employee ID]
- ****Position****: [Job Title]
- ****Department****: [Department Name]
- ****Supervisor****: [Supervisor's Name]
- ****Salary****: [Annual Salary]
- ****Work Hours****: [Work Hours]

We appreciate your contributions to [Company Name] and look forward to your continued success with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Company Logo] (if applicable)