

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Employment Status

We are writing to formally confirm your employment status with [Company Name].

Employee Details:

- Name: [Employee's Name]
- Position: [Employee's Job Title]
- Department: [Employee's Department]
- Employee ID: [Employee ID]
- Date of Hire: [Employee's Start Date]
- Current Status: [Full-time/Part-time/Contract]

This letter serves as a verification of your ongoing employment with us.

As of today, you continue to be a valued member of our team.

If you require any further information or have any questions regarding your employment, please feel free to contact [HR Representative's Name] at [HR Representative's Phone Number] or [HR Representative's Email].

Thank you for your dedication and contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]