

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Employment

We are pleased to confirm your employment with [Company Name] as [Job Title], effective [Start Date]. This confirmation outlines the key terms of your employment:

1. **\*\*Position\*\***: [Job Title]
2. **\*\*Department\*\***: [Department Name]
3. **\*\*Supervisor\*\***: [Supervisor's Name]
4. **\*\*Employment Type\*\***: [Full-time/Part-time/Contract]
5. **\*\*Salary\*\***: [Salary Amount] per [hour/week/month/year]
6. **\*\*Benefits\*\***: [Brief description of benefits]
7. **\*\*Work Schedule\*\***: [Regular working hours, days of the week]
8. **\*\*Probationary Period\*\***: [Duration and terms if applicable]

Please sign and return a copy of this letter to confirm your acceptance of the terms of employment.

We look forward to working with you and wish you success in your role at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Attachment: Copy for employee signature]

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_