

[Your Company's Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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].

Your role will involve [brief description of job responsibilities]. You will report directly to [Supervisor/Manager's Name] and your working hours will be [working hours].

As discussed, your salary will be [salary amount] per [hour/week/month/year], and you will be eligible for [mention any benefits, if applicable].

We look forward to having you as part of our team and contributing to [Company Name]'s success.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Enclosure: Confirmation Letter]

[Employee's Signature] \_\_\_\_\_

[Date] \_\_\_\_\_