

[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]. Below are the details regarding your position:

Position: [Job Title]

Start Date: [Start Date]

Department: [Department Name]

Supervisor: [Supervisor's Name]

Salary: [Salary/Hourly Rate]

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

Your contributions are highly valued, and we look forward to your continued success with [Company Name]. If you have any questions about your employment confirmation, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]