

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as [Job Title]. You began your employment on [Start Date], and your employment is classified as [Full-time/Part-time/Temporary].

Details of your employment are as follows:

- **Employee ID:** [Employee ID]
- **Department:** [Department Name]
- **Reporting Manager:** [Manager's Name]
- **Employment Type:** [e.g., Regular, Contractual]
- **Work Schedule:** [Days and Hours of Work]
- **Compensation:** [Salary/Hourly Rate]
- **Benefits:** [List of Benefits, if applicable]

Your contributions are valued, and we look forward to your continued success and growth within our team.

Should you have any questions regarding this confirmation or your employment, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone Number].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]