

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Confirmation

We hereby confirm that [Contractor's Name] is engaged with [Your Company's Name] as a contractor. The employment period commenced on [Start Date] and is projected to continue until [End Date or "further notice"].

[Contractor's Name] is responsible for [Brief Description of Responsibilities/Project Details]. Their contributions are vital to our team's success and align with our goals in [Specific Area/Project].

Should you require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company Address]

[City, State, Zip Code]