

[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 a part-time [Job Title], effective [Start Date]. Your working hours will be [Number of Hours] per week, and your hourly rate will be [Hourly Rate].

You will report to [Supervisor's Name] and will be responsible for [Brief Description of Job Responsibilities].

Please feel free to reach out to us if you have any questions. Welcome to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]