

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title]. This letter serves as verification of your status as a remote worker, effective [Start Date].

As a remote employee, you will be working from [Employee's Remote Location], and your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your work hours will be [Specify Work Hours], and you will report directly to [Manager/Supervisor's Name].

If you have any questions or need further details, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]