

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employment Confirmation Letter

We are pleased to confirm your employment with [Company Name] as a [Job Title] in the [Department Name]. Your employment commenced on [Start Date].

As agreed, your current salary is [Salary Amount] per [hour, month, year], and you are eligible for [additional benefits, bonuses, or commissions, if applicable].

Please feel free to contact us if you have any questions regarding this confirmation.

Welcome aboard!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]