

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to confirm your employment with [Company Name]. You have been employed with us since [Start Date] as a [Job Title]. Your employment is categorized as [full-time/part-time/temporary] and you work [number of hours] hours per week.

Your salary is [Salary Amount] per [hour/week/month/year], and you are entitled to [list any benefits such as health insurance, retirement plan, etc.].

If you have any questions regarding your employment status or details about your position, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]