

[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]. You have been employed with us since [Start Date] in the position of [Job Title].

Your responsibilities include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

Your current salary is [Salary Amount], paid [Frequency of Payment]. Your employment is [Full-time/Part-time/Contractual].

Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]