

[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] and currently hold the position of [Job Title].

Your employment status is [Full-time/Part-time/Temporary], and your salary is [Salary Amount] per [hour/week/month].

If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]