

[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].

****Employee Information:****

- ****Position:**** [Job Title]

- ****Department:**** [Department Name]

- ****Start Date:**** [Start Date]

****Employment Status:****

- [Full-Time/Part-Time/Temporary]

- [Exempt/Non-Exempt]

We appreciate your contributions and look forward to your continued success at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]