

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your employment with [Company Name]. You have been employed with us since [Start Date] as a [Job Title].

Your current employment status is [full-time/part-time/contract], and your responsibilities include [brief description of duties].

If you have any questions or need further confirmation, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]