

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Employment Confirmation

We are pleased to confirm your employment with [Company Name] as a [Job Title]. Your employment commenced on [Start Date] and you are currently working in the [Department] under the supervision of [Supervisor's Name]. Your current employment status is [Full-time/Part-time/Temporary] and your annual salary is [Salary Amount] per [Year/Month/Hour].

Should you have any questions or require further information, please feel free to contact [HR Contact Name] at [HR Contact Email/Phone Number].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]