

[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] in the position of [Job Title]. Your current employment status is [Full-time/Part-time/Contract] and you report to [Supervisor's Name/Job Title]. Your employee ID is [Employee ID].

If you have any questions, please feel free to reach out to our HR department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]