

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the employment details of [Employee Name], who has been employed with us at [Company Name] since [Start Date]. Below are the requested details regarding their employment:

****Employee Information:****

- ****Full Name:**** [Employee Name]
- ****Position/Title:**** [Employee Position]
- ****Department:**** [Department Name]
- ****Employment Status:**** [Full-Time/Part-Time/Contract]
- ****Hire Date:**** [Start Date]
- ****Salary:**** [Annual Salary/Hourly Rate]
- ****Work Schedule:**** [Work Schedule or Hours]

****Job Responsibilities:****

[Briefly describe the primary job duties and responsibilities of the employee.]

****Performance Overview:****

[Optional: Provide a brief overview of the employee's performance and contributions to the company.]

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]