

Company Name  
Company Address Line 1  
Company Address Line 2  
Phone: (XXX) XXX-XXXX  
Email: info@company.com

Date: \_\_\_\_\_

Employee Name  
Employee Address Line 1  
Employee Address Line 2

**Subject: Employment Confirmation Letter**

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as a [Job Title], effective from [Start Date].

Your employment is subject to the terms and conditions outlined in your employment contract. Your monthly salary will be [Salary].

Please do not hesitate to contact us if you require further information.

We look forward to your valuable contribution to our organization.

Sincerely,

\_\_\_\_\_  
[Authorized Signatory]  
[Designation]  
[Company Name]

(This is a system-generated document and does not require a physical signature.)