

[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP]

[Date]

[Employee Name]
[Employee Address Line 1]
[Employee Address Line 2]
[City, State, ZIP]

Subject: Confirmation of Employment

Dear [Employee Name],

This letter is to confirm your employment with [Your Company Name] as a [Job Title].

Your employment commenced on [Start Date]. You are employed on a [Full-time/Part-time/Contract] basis. If you require any additional information, please do not hesitate to contact us.

Sincerely,

[Signature]

[Your Name]
[Your Position]
[Your Company Name]