

Employment Confirmation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name]. You have been hired for the position of [Job Title], starting on [Start Date]. Your employment status is [Full-time/Part-time] and you will report directly to [Supervisor's Name].

As discussed, your starting salary will be [Salary Amount] and you will be eligible for [Benefits, if applicable].

We look forward to welcoming you to our team and believe you will make a valuable contribution to our company.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]