

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 [Agency Name] as a [Job Title] effective [Start Date]. This letter serves to verify your role in our organization and the responsibilities associated with your position.

Your key responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your starting salary will be [Salary Amount] per [hour/year], and you will be eligible for our benefits program after [insert duration of employment].

We are excited to have you as part of our team and look forward to your contributions to our mission of [Agency's Mission Statement].

If you have any questions regarding your employment, please feel free to reach out to [Manager's Name] at [Manager's Email] or [Phone Number].

Welcome aboard!

Sincerely,
[Your Name]
[Your Title]
[Agency Name]
[Agency Address]
[City, State, Zip Code]