

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to confirm your employment status with [Your Company Name]. You have been employed with us since [Start Date] as a [Job Title]. Your current employment status is [Full-time/Part-time/Contract].

If you have any questions or require further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]