

Employment Confirmation Letter

Date: [Insert Date]

To,

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] in the position of [Job Title] under a contract agreement. Your employment will commence on [Start Date] and will continue until [End Date], unless terminated earlier as per the terms of the contract.

Your initial compensation will be [Salary/Hourly Rate] per [Year/Hour], payable in accordance with our regular payroll schedule.

Please review the attached contract for further details regarding your duties, benefits, and other employment terms. We request you to sign and return a copy of the contract by [Response Deadline].

We look forward to having you on our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]