

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 full-time employment with [Company Name], effective [Start Date]. You will be reporting to [Supervisor's Name], [Supervisor's Title]. Your position is [Job Title].

Your salary will be [Salary Amount] per [year/month/week], payable in accordance with the company's standard payroll schedule. You will also be eligible for benefits as outlined in our employee handbook.

Please sign and return this letter by [Return Date] to indicate your acceptance of this position.

We look forward to having you as part of our team!

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]

[Employee's Signature] [Date]