

# Employment Confirmation Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your employment with [Company Name] as a part-time [Job Title]. Your employment will commence on [Start Date].

As discussed, your working hours will be [Insert Hours] per week, and you will be compensated at a rate of [Insert Hourly Wage].

Please review and sign the attached documents to finalize your employment. If you have any questions, feel free to reach out.

Welcome to the team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]