

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] for the position of [Job Title]. Your employment will be effective from [Start Date]. This position will be remote, allowing you to work from your preferred location.

Your expected work hours are [insert work hours], and you will report directly to [Supervisor's Name]. Your responsibilities include [briefly outline key responsibilities].

Please review the attached documents outlining your employment terms, including salary, benefits, and other policies. Should you have any questions, feel free to reach out.

We are excited to have you join our team and look forward to your contribution to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]