

# 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 temporary employment with [Company Name]. Your position as [Job Title] will commence on [Start Date], and will conclude on [End Date], unless extended or terminated earlier in accordance with company policy.

Your duties will include:

- [Duty 1]
- [Duty 2]
- [Duty 3]

As discussed, your hourly wage will be [Hourly Rate] and you will report to [Supervisor's Name].

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this temporary position.

We look forward to welcoming you to the team.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Phone Number]