

# Employment Confirmation Letter

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to confirm your employment with [Company Name] as [Job Title]. Your starting date will be [Start Date], and you will report directly to [Supervisor's Name], [Supervisor's Title].

Your employment is subject to the terms and conditions outlined in your offer letter dated [Offer Date]. Please note that your starting salary will be [Salary Amount], payable bi-weekly/monthly.

For any further information regarding your employment or benefits, feel free to reach out to our HR department at [HR Contact Information].

Once again, welcome to the team! We look forward to your contributions at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]