

# 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 employment as a Personal Assistant with [Company's Name], effective [Start Date].

Your primary responsibilities will include managing schedules, organizing meetings, and providing administrative support to [Supervisor's Name/Position]. Your starting salary will be [Salary Amount], paid on a [bi-weekly/monthly] basis.

Please find enclosed additional information regarding your benefits and the terms of your employment.

We are excited to have you join our team and look forward to your contributions.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]