

[Company Name]
[Company Address]
[City, State ZIP Code]
[Phone Number]
[Email Address]

[Date]

To Whom It May Concern,

This letter is to confirm the employment of **[Employee Name]** at **[Company Name]**.

Employee Details:

Name: [Employee Name]
Job Title: [Job Title]
Employment Status: [Full-time/Part-time/Contract]
Date of Employment: [Start Date] – [End Date or Present]

If you require any additional information, please do not hesitate to contact us at the details provided above.

Sincerely,

[Authorized Representative Name]
[Title]
[Company Name]