

Employment confirmation for employee

Subject: Confirmation of Employment

Dear [Employee Name],

This letter is to confirm your employment with [Company Name] as [Job Title], effective [Start Date].

We are pleased to have you as part of our team and look forward to your contribution to our success.

Your employment is based on the terms and conditions agreed upon in your contract, including salary, benefits, and probationary period details. We trust that you will fulfill your responsibilities with dedication and professionalism.

Please keep this letter as an official record of your employment confirmation. If you require further information, you may contact the HR department.

Warm regards,

[Manager's Name]

[Job Title]

[Company Name]

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