

Formal Employment Confirmation Letter

Subject: Official Employment Confirmation - [Employee Name]

Dear [Employee Name],

This letter serves as official confirmation of your employment with [Company Name] effective [Start Date].

Position: [Job Title]

Department: [Department Name]

Reporting To: [Manager Name and Title]

Employment Type: [Full-time/Part-time/Contract]

Work Location: [Office Location/Remote/Hybrid]

Salary: [Amount] per [year/month], paid [bi-weekly/monthly]

Benefits Eligibility: [Date benefits begin]

Your employment is subject to the successful completion of our standard probationary period of [90/180] days, during which your performance will be evaluated. Upon satisfactory completion, your employment will be confirmed as permanent.

This position is governed by the terms outlined in your employment contract dated [Contract Date] and the employee handbook, both of which you will receive during orientation. You are expected to comply with all company policies and procedures.

Please acknowledge receipt of this letter by signing and returning the attached copy by [Date].

We are confident you will make significant contributions to our organization and wish you success in your new role.

Sincerely,

[HR Director Name]

[Title]

[Company Name]

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