

COMPANY LETTERHEAD

DATE:

Re: Employment Confirmation

To Whom It May Concern,

Please accept this letter as employment confirmation for (NAME).

(NAME) has been employed with (EMPLOYER NAME) since (START DATE).

(NAME) is a full time permanent employee and is guaranteed [# hours] per week. Rate of pay is (\$) and (NAME) is eligible for [over time/bonus] if available.

We trust that this information is satisfactory.

If you require additional information, please contact me directly at (Employer's Phone #).

Sincerely,

(EMPLOYER'S SIGNATURE REQUIRED)

NAME TITLE CONTACT INFORMATION