

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