

SAMPLE EMPLOYMENT LETTER

(Company Logo & Contact Information)

Date

To Whom It May Concern:

This letter is to confirm that _____ has been employed by us since _____ on a permanent (**part/full**) time basis in the position of _____.

Note: if this is a relatively new position please include a comment indicating that the employee is, or is not, on probation or has passed any probationary period.

_____ is currently paid \$_____ per (**hour, salary**) and works _____ hours weekly.

Optional:

Additionally, _____ earns ongoing _____ (commissions/bonus/overtime).

For additional inquiry or information, please contact the signature below.

Sincerely,

Authorized Signature

Tel #