

Date: [Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Employment Details

To whom it may concern,

This letter is to formally confirm the employment details of the following individual:

Employee Full Name: [Insert Full Name Here]

Job Title: [Insert Job Title Here]

Should you require any further information or verification, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]