

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Confirmation of Position and Department

Dear [Employee Name],

This letter serves as official confirmation of your current employment status with [Company Name].

As of [Date], our records confirm the following details regarding your role:

Position Title: [Job Title]
Department: [Department Name]
Reporting Manager: [Manager Name]
Employment Type: [Full-time/Part-time/Contract]

All other terms and conditions of your employment contract remain unchanged. We appreciate your continued contributions to the [Department Name] team.

If you have any questions regarding this information, please contact the Human Resources department.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]