

[on letterhead]

[date]

To Whom It May Concern:

This letter is to confirm that the individual below has been offer employment by our company.

Name: _____

Job Title: _____

Job Duties: _____

Employment Start and End Date: ____/____/____ to ____/____/____

Number of Hours per Week: _____

Supervisor's First and Last name: _____

Supervisor's Phone Number: _____

Supervisor's email address: _____

Location of Employment: _____

City: _____ **State:** _____ **Zip:** _____

Sincerely,

[Signature]

[Title]