**EMPLOYMENT CONFIRMATION LETTER**

Company Name

Address

Tel: XXXXXXXXX

Fax: XXXXXXXX [Email}

Company reg. no. XXXX

06 September 20XX

RE: Confirmation of Employment

Dear Sir/Madam

This letter serves to confirm that Mr. ABC is permanently employed by [Company Name] from the [Date].

Mr. ABC is employed in the capacity of a Safety Officer.

Please do not hesitate to contact me should you require any further information.

Yours sincerely



Name

Human Resource Department

Tel: XXXXXXXXXX

Email: