

Employment Continuation Letter

Date:

To,

Subject: Employment Continuation Confirmation

Dear ,

We are pleased to inform you that your employment with will continue effective . Your position will remain as , and all employment terms and conditions will remain the same unless otherwise communicated in writing.

We appreciate your contributions to our organization and look forward to your continued commitment and success with us.

Should you have any questions, please feel free to contact us.

Sincerely,