

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to certify that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works in the [Department Name].

[Employee's Name] is a valued member of our team, actively contributing to [brief description of employee's responsibilities and accomplishments]. [His/Her/Their] employment status is [full-time/part-time], and [he/she/they] earns an annual salary of [insert salary or state if it is an hourly wage].

Please feel free to contact us at [Company Phone Number] or [Company Email Address] should you require any additional information regarding [Employee's Name]'s employment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]