

****Employment Proof Letter Template****

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed at [Company Name] as a [Job Title]. [He/She/They] has been with our company since [Start Date] and currently works [Full-Time/Part-Time] at [Location]. [Employee's Name] is responsible for [Brief Description of Job Duties]. [He/She/They] earns a salary of [Salary Amount] or an hourly wage of [Hourly Rate].

This letter serves as proof of employment as requested. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]