

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proof of Employment

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and is a valued member of our team.

[Employee's Name] currently works [full-time/part-time] and is responsible for [brief description of job responsibilities].

[His/Her/Their] current salary is [Salary Amount] per [hour/week/year].

For any further inquiries or verification, please feel free to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]