

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Proof Letter

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and currently works [full-time/part-time] in the [Department Name].

[Employee's Name] is a valued member of our team and is responsible for [brief description of job responsibilities].

If you require any further information regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]