

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proof of Employment

This letter is to confirm that [Employee's Full Name] has been employed with [Company Name] since [Start Date] and is currently holding the position of [Job Title].

[Employee's Full Name] is a [full-time/part-time] employee working [number of hours] hours per week. As of the date of this letter, [he/she/they] is earning an annual salary of [Salary Amount] / hourly rate of [Hourly Rate].

If you require any further information or verification, 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]