

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proof of Employment

Dear [Recipient's Name],

This letter is to confirm that [Employee's Full Name] is employed at [Company Name] as a [Job Title] since [Date of Employment]. [He/She/They] is currently working [Full-Time/Part-Time] and [his/her/their] annual salary is [Salary Amount/Range if applicable].

If you require 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]

[Company Phone Number]

[Company Email Address]

[Company Website (if applicable)]