

[Your Company Letterhead]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

RE: Proof of Employment for [Employee's Name]

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is a full-time employee, working approximately [Number] hours per week. The current salary of [Employee's Name] is [Salary Amount] per [hour/month/year].

Should 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]