

[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 Name] is currently employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Job Title] in the [Department Name] and is a full-time employee working [Number of Hours] hours per week.

[Brief description of job responsibilities or role, if necessary].

[Employee's Name] has a current annual salary of [Salary Amount] and is a valued member of our team.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]