

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proof of Employment

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is currently employed at [Company Name] as a [Job Title]. [He/She/They] has been with our company since [Start Date] and is employed on a [full-time/part-time] basis.

[Employee's Name] earns an annual salary of [Salary Amount] and works an average of [Number of Hours] hours per week. [Optional: Add any other relevant employment details or responsibilities.]

Should you require any further information, please do not hesitate 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]