

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as a proof of employment for [Employee's Name].

[He/She/They] has been employed with [Company Name] since [Start Date] and currently holds the position of [Job Title]. [He/She/They] works [full-time/part-time] and is a valued member of our team.

If you have any further questions, please feel free to contact us at [Company Phone Number] or [Company Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]