

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Proof of Employment

This letter serves to confirm that [Employee's Name] is an employee of [Company's Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] works [Full-Time/Part-Time] and is responsible for [Brief Description of Job Responsibilities]. [He/She/They] earns an annual salary of [Salary Amount] and is a valued member of our team.

If you require any further information or verification, please feel free to contact our HR department at [HR Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Phone Number]

[Company's Email Address]