

**\*\*[Your Company's Letterhead]\*\***

[Company Logo]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

**\*\*To Whom It May Concern,\*\***

Subject: Employment Letter for [Employee's Full Name]

This letter is to confirm that [Employee's Full Name], holding the position of [Employee's Job Title], has been employed with [Company Name] since [Start Date].

[Employee's Full Name] currently works [Full-time/Part-time] and their primary responsibilities include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

The annual salary of [Employee's Full Name] is [Salary Amount], and they are a valued member of our team.

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]