

[Your Company's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee's Full Name] is employed with [Company Name] as a [Job Title] since [Employee's Start Date].

Their current monthly salary is [Salary Amount] (in [Currency]).

[Employee's Full Name] works [Full-time/Part-time] in our [Department Name] and is a valuable part of our team.

Should you require any further information, please feel free to contact us at [Company's Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]