

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

To Whom It May Concern,

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

[Employee's Name] is responsible for [Brief Description of Job Duties] and [he/she/they] earns an annual salary of [Salary Amount] (if applicable).

Should you require any further information regarding [his/her/their] employment, please feel free 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]

[Company Email Address]