

[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] in the position of [Employee's Job Title].

[He/She/They] has been with our company since [Start Date] and is currently working [Full-Time/Part-Time] at a rate of [Employee's Salary/Hourly Wage].

If 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]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]