

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

[Employee's Name] is a valued member of our team, and [his/her/their] current employment status is [Full-Time/Part-Time]. As of the date of this letter, [he/she/they] earns an annual salary of [Salary Amount] and works [number of hours per week].

If you have any further questions regarding [Employee's Name]'s 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]

[Phone Number]

[Email Address]