

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, Postcode]

To Whom It May Concern,

This letter is to confirm that [Applicant's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] is currently working [full-time/part-time] and [his/her/their] annual salary is [Salary Amount].

[Applicant's Name] is a valuable member of our team, and [his/her/their] contributions to our projects have been significant. [He/She/They] is currently [briefly describe the job responsibilities or projects they are working on].

If you require any further information regarding [Applicant's Name]'s employment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postcode]

[Company Phone Number]

[Company Email Address]