

[Your Company Letterhead]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, ZIP Code]

Dear [Landlord's Name],

I am writing to confirm the employment of [Employee's Name] as requested.

[Employee's Name] has been employed with [Company Name] since [Employment Start Date] and holds the position of [Employee's Job Title].

[He/She/They] is currently earning an annual salary of [Salary Amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]