

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Your Company's Name].

[Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title]. [He/She/They] works [Full-Time/Part-Time] and earns an annual salary of [Salary Amount] (or hourly wage if applicable).

[Optional: Brief mention of employee's responsibilities or achievements.]

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]