

# Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee Name] is employed at [Company Name] located at [Company Address]. [He/She/They] has been with us since [Start Date] and is currently working as a [Position Title].

In [his/her/their] role, [Employee Name] is responsible for [brief description of job responsibilities]. [He/She/They] works [full-time/part-time] and has shown outstanding dedication and professionalism in [his/her/their] work.

This confirmation is provided for the purpose of supporting [his/her/their] enrollment in [Name of Institution or Program].

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 Position]  
[Company Name]