

[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] as a [Job Title].

[Employee's Name] currently earns a salary of [Salary Amount] and works [Number of Hours] hours per week.

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]