

Company Letterhead

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name] at [Company Name].  
[Employee's Name] has been employed with us since [Start Date] and currently holds the  
position of [Job Title].

[He/She/They] is a full-time employee working [Insert Number of Hours] hours per week, with a  
gross annual salary of [Insert Salary].

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

Thank you.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]