

# Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Job Title] and is a valued member of our team.

As of today, [Employee's Name] earns an annual salary of [Salary Amount], which is paid on a [monthly/weekly] basis. [He/She/They] is a full-time employee, working approximately [Number of Hours] hours per week.

Should you require any further information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]