

Employment Reference Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm that [Employee's Name] is employed with us at [Company Name] as a [Job Title] since [Start Date]. Their employment status is [Full-Time/Part-Time], and they earn an annual salary of [Salary Amount].

[Employee's Name] has demonstrated reliability, professionalism, and integrity throughout their employment. They are punctual, responsible, and demonstrate excellent work ethic which I believe reflects their character both in and out of the workplace.

This letter is intended to support their application for tenancy. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]