

Employment Acknowledgment Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

This letter serves as an acknowledgment of your employment with [Company Name] for the purpose of tax documentation. You have been employed with us since [Start Date] as a [Job Title].

Your current employment status is [Full-time/Part-time/Contract], and your annual salary is [Annual Salary].

Please retain this letter for your records and use it when filing your tax returns.

Should you need any additional information, feel free to contact our HR department.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]