

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is an employee at [Company Name] and has been employed since [Employment Start Date].

[Employee's Name] holds the position of [Job Title] in the [Department Name], and their current employment status is [Full-time/Part-time].

For any further inquiries regarding this employment confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]