

Employment Confirmation Letter

Date: [Insert Date]

[Your Company Letterhead]

[Employer's Name]

[Employer's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Employee's Job Title] since [Start Date]. [He/She/They] currently works [full-time/part-time] and earns an annual salary of [Annual Salary].

If you need any further information or verification, please do not hesitate to contact me at [Employer's Phone Number] or [Employer's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Employer's Name]

[Employer's Title]

[Company Name]