

Employment Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of:

[Employee Name]

Position: [Job Title]

Company: [Company Name]

Address: [Company Address]

Phone: [Company Phone Number]

[Employee Name] has been employed with us since [Start Date] and is currently a [Full-Time/Part-Time] employee. Their annual salary is [Annual Salary].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]