

[Company Letterhead/Logo]

[Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Employment and Salary

To Whom It May Concern,

This letter is to formally confirm that **[Employee Name]** is currently employed with **[Company Name]**.

Please find the employment details below:

- **Job Title:** [Employee Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Start Date:** [Date of Hire]
- **Current Gross Annual Salary:** [Amount and Currency]
- **Additional Compensation:** [Bonuses/Allowances if applicable]

This information is provided at the request of the employee for [Purpose of Letter, e.g., a loan application/visa processing].

Should you require any further information, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Company Name]