

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

Subject: Confirmation of Permanent Employment

To Whom It May Concern,

This letter is to formally confirm that **[Employee Name]** is currently employed by **[Company Name]** on a full-time, permanent basis.

Employment Details:

- **Job Title:** [Job Title]
- **Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Month]
- **Work Location:** [Office Location/Remote]

[Employee Name] is a valued member of our team, and their employment is in good standing.

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

Sincerely,

[Signature]
[Printed Name]
[Job Title]