

[Company Letterhead/Header]

[Current Date]

To Whom It May Concern,

This letter is to confirm that **[Employee Full Name]** is currently employed by **[Company Name]**.

Employment Details:

- **Job Title:** [Employee Job Title]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Start Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Hour] (Optional)

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]