

[Company Letterhead/Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Confirmation for [Employee Full Name]

Dear [Recipient Name],

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

Please find the employment details listed below:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Current Salary:** [Amount] per [Year/Month] (Optional)
- **Work Location:** [Office Address/Remote]

If you require any further information or additional documentation, please do not hesitate to contact the Human Resources department at [HR Phone Number] or via email at [HR Email Address].

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]