[Company Header/Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Confirmation for [Employee Name]

Dear [Recipient Name],

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

Please find the employment details below:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Salary:** [Amount, if requested]

[Employee Name] is an employee in good standing. If you require any further information or have additional questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]