

[Date]

[Adoption Agency Name]
[Adoption Agency Address]
[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] with [Company Name].

Employment Details:

Current Position: [Job Title]
Employment Status: [Full-time / Part-time]
Date of Hire: [Start Date]
Employment Standing: [Active / In Good Standing]

Compensation Details:

Annual Base Salary: \$[Amount]
Bonus/Commission: [Amount or N/A]
Total Annual Compensation: \$[Total Amount]

If you require any additional information regarding [Employee Name]'s employment history or financial status, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Supervisor or HR Representative]
[Title]
[Company Name]