

[Date]

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

[Recipient Title/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Certification for [Employee Full Name]

Dear [Recipient Name],

This letter serves to officially certify that [Employee Full Name] is currently employed by [Nonprofit Organization Name]. Our organization is a registered 501(c)(3) nonprofit entity.

The details of their employment are as follows:

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

During their tenure, [Employee Name] has maintained a satisfactory performance record and remains an employee in good standing.

If you require any further information or additional documentation, please feel free to contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Nonprofit Organization Name]