[Date]

[Adoption Agency Name]
[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 Status: [Full-time / Part-time]
Job Title: [Current Position]
Hire Date: [Start Date]
Current Salary: $[Amount] per [Year/Hour]
Probability of Continued Employment: [Excellent / Good]

[Employee Name] is an employee in good standing. This information is provided at the request of the employee for the purpose of their adoption application process.

If you require any further information or have additional questions, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]