[Company Letterhead]

[Date]

To: [Adoption Agency Name or Relevant Authority]
[Agency Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Name]

To Whom It May Concern,

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

Employment Details:

- **Current Position:** [Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Hire Date:** [Start Date]
- **Current Salary:** [Amount] per [Year/Hour]

In addition to their base salary, [Employee Name] is eligible for [mention bonuses, commissions, or benefits, if applicable].

[Employee Name] is a valued member of our team and is considered to be in good standing with the company. We anticipate their continued employment with [Company Name] for the foreseeable future.

Regarding their upcoming adoption process, our company policy provides [mention any relevant benefits such as paid parental leave, FMLA, or adoption assistance programs, if applicable].

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

Sincerely,

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