[Company Letterhead]

[Date]

To: [Name of Adoption Agency/Court]
[Address of Agency]
[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

This letter is to formally confirm the employment of [Employee Name] with [Company Name]. [Employee Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

This is a [Full-Time/Part-Time] position. [Employee Name] receives an annual gross salary of $[Amount], with a current status of [Permanent/Contract]. Their employment is considered to be in good standing, and we anticipate their continued employment with the company.

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

Sincerely,

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

NOTARY ACKNOWLEDGMENT

State of [State Name])
County of [County Name])

On this [Date] day of [Month], [Year], before me personally appeared [Name of Signer], known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

_____

Notary Public Signature

My Commission Expires: [Date]

(Seal)