[Company Letterhead]

[Date]

To Whom It May Concern,
[Or specific Embassy/Consulate/Adoption Authority Name]

Subject: Employment and Income Verification for [Employee Full Name]

This letter is to formally verify the employment of [Employee Full Name] with [Company Name] for the purpose of their international adoption application.

Employment Details:
[Employee Name] has been employed with [Company Name] since [Start Date]. They currently hold the position of [Job Title] on a [Full-time/Part-time] basis. Their current employment status is [Permanent/Contract/Active and in good standing].

Compensation and Benefits:
[Employee Name] receives a gross annual salary of $[Amount]. In addition to this base salary, they are eligible for [Annual Bonuses/Commissions/Allowances] totaling approximately $[Amount] per year.

Future Outlook:
[Employee Name] is a valued member of our organization, and their prospects for continued employment are [Excellent/Stable]. We anticipate their continued employment with our company for the foreseeable future.

Leave Policy for Adoption:
[Company Name] is aware of [Employee Name]'s intent to adopt. We provide [Number] weeks of [Paid/Unpaid] parental leave, and we support their need for travel and time off to complete the adoption process and bond with their child.

Should you require any further information or documentation, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Job Title/HR Manager]
[Company Name]

[Notary Public Section - If required by specific country]

Subscribed and sworn to before me this [Day] day of [Month], [Year].
Notary Public Signature: _____
My Commission Expires: [Date]