[Date]

[Adoption Agency Name]
[Adoption Agency Address]
[City, State, Zip Code]

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

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

We would like to verify that this is a full-time, permanent remote position. [Employee Name] performs all work duties from their home office located in [Employee's City, State]. Their remote work status is secure and is not expected to change in the foreseeable future. This arrangement allows the employee to maintain a consistent professional schedule while working from home.

Currently, [Employee Name] earns an annual salary of $[Amount], paid on a [Weekly/Bi-weekly/Monthly] basis. [Optional: They are also eligible for an annual bonus of [Amount/Percentage].]

[Employee Name] is an employee in good standing. If you require any additional information, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Supervisor or HR Representative]
[Title]
[Company Name]