[Company Letterhead]

[Current 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].

[Employee Name] has been employed with us since [Start Date] in the position of [Job Title]. This is a part-time position.

Currently, [Employee Name] works an average of [Number] hours per week. Their current rate of pay is $[Amount] per [Hour/Month], resulting in an estimated annual gross income of $[Total Amount].

[Optional: Provide a brief comment on job stability, e.g., "The employee is in good standing and we anticipate continued employment."]

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]
[Job Title]
[Company Name]