[Company Letterhead]

[Date]

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

RE: Employment Verification for [Employee Name]

To Whom It May Concern,

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

In this capacity, [Employee Name] is a full-time, exempt employee. Their current annual base salary is $[Amount], and they are eligible for [mention bonuses/incentives if applicable].

[Employee Name] is a valued member of our leadership team, and their employment is considered stable and in good standing. We anticipate their continued employment with our organization for the foreseeable future.

If you require any further information or documentation regarding [Employee Name]'s professional status, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Supervisor or HR Director]
[Title]
[Company Name]