[Current Date]

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

Subject: 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 our organization for [Number] years and [Number] months. Their employment began on [Start Date] and they currently hold the position of [Job Title].

The employee is currently working on a [Full-time/Part-time] basis. Their current annual salary is [Amount] and their employment status is considered to be in good standing.

We understand that this information is required for an adoption application. If you require any further documentation or information regarding [Employee Name]'s tenure with us, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

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