[Company Letterhead]

[Date]

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

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern:

This letter is to formally certify that [Employee Full Name] is currently employed with [Company Name].

The details of their employment are as follows:

- **Job Title:** [Employee Job Title]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Start Date:** [Date of Hire]
- **Current Salary:** [Annual Amount] per year

We are pleased to confirm that [Employee Full Name] is an employee in good standing with our organization. They are a valued member of our team, and we anticipate their continued employment with us for the foreseeable future.

Should you require any further information or additional documentation regarding their employment history or status, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of HR Representative]
[Title/Position]
[Company Name]