

[Company Letterhead or Logo]

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Recipient Address]

**Subject: Employment and Salary Confirmation for [Employee Name]**

To Whom It May Concern,

This letter is to formally confirm that [Employee Name] is currently employed with [Company Name]. Please find the details of their employment below:

- **Job Title:** [Current Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Permanent]
- **Current Annual Salary:** [Amount and Currency]
- **Bonus/Commissions:** [Details if applicable]

**Primary Job Duties:**

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

Should you require any further information or verification, please do not hesitate to contact our HR department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]