[Company Letterhead/Logo]

[Date]

[Recipient Name or "To Whom It May Concern"]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Confirmation for [Employee Full Name]

Dear [Recipient Name or Sir/Madam],

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

Please find the employment details summarized below:

- **Job Title:** [Job Title]
- **Employment Start Date:** [Start Date]
- **Employment Status:** [Full-time / Part-time / Contract]
- **Current Salary:** [Amount] per [Year/Month] (Optional)
- **Work Location:** [Office Location/Remote]

This confirmation is issued at the request of the employee for [Purpose of Letter, e.g., visa application, loan processing, or rental agreement].

If you require any further information or verification, please feel free to contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]
[Job Title]
[Company Name]