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# Proof of Employment Letter PDF

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[Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

**Subject: Proof of Employment for [Employee Name]**

This letter serves to confirm that [Employee Name] is currently employed with [Company Name], having joined us on [Start Date]. [He/She/They] holds the position of [Job Title] in our [Department Name] department.

During [his/her/their] tenure with us, [Employee Name] has demonstrated essential professional skills and contributed significantly to our team's objectives. [He/She/They] is employed on a [full-time/part-time] basis, working [number] hours per week.

[Employee Name]'s annual salary is [salary amount], with additional benefits including [list any relevant benefits].

Should you require any further information, please do not hesitate to contact me at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]