
Proof of Employment Letter Sample

[Your Company's Letterhead]

Date: [Today's Date]

Subject: Verification of Employment for [Employee's Name]

To whom it may concern,

This letter is to certify that [Employee's Name], with the employee ID [Employee ID], is a valued employee of [Company Name]. [He/She/They] has been working as [Employee's Job Title] since [Employee's Start Date], contributing significantly to our operations in [mention the department or team, if applicable].

As part of our team, [Employee's Name]'s responsibilities include [briefly describe job duties]. [His/Her/Their] current salary is [insert salary], excluding additional compensations and benefits like [mention any relevant benefits].

Please contact us at [provide contact information] for any further enquiries.

Yours faithfully,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]