

Proof of Employment Letter Template

[Company Header with Logo]

Date: [Date]

[Recipient's Name and Address]

Dear [Recipient's Name],

Re: Employment Verification for [Employee Name]

I am writing to verify the employment status of [Employee Name], who has been employed with [Company Name] since [Start Date]. As [Job Title], [Employee Name] has been performing [his/her/their] duties on a [full-time/part-time] basis, contributing [describe the nature of contribution] to our organization.

[Employee Name]'s current role involves [brief description of job responsibilities]. In addition to [his/her/their] base salary of [amount], [Employee Name] also receives [list any additional compensation or benefits].

Please feel free to contact me for any further information required.

Best Regards,

[Your Name]

[Job Title]

[Company Name]

[Email Address]

[Phone Number]