**PROOF OF EMPLOYMENT**

**[Your name and professional title]  
[Your company]  
[Your company address]  
[Your phone number]  
[Your email address]**

**[Recipient name and professional title]  
[Recipient company]  
[Recipient company address]**

**[Date]**

Dear **[name of recipient],**

My name is **[full name]** and I am **[professional position and how it relates to the employee or former employee].**

I'm writing to confirm that **[employee name]** has worked for**[company name]**for **[length of time worked]** as an **[employee job title]. [Employee name] earns [hourly, monthly, or yearly salary or wages].**

Please contact me with any questions you may have. You can email me at **[email address]** or call me directly at **[phone number].**

Sincerely,

**[Your name]**