**PROOF OF EMPLOYMENT LETTER**

**[Date]**

**[Recipient Name]**

**[Recipient Title]**

**[Company Name]**

**[Address]**

**Subject:** Verifying Current Employment of **[Employee Name]**

Dear **[Person Requesting],**

The purpose of this letter is to confirm that **[Employee Name]** is currently employed by **[Company Name]** since their hire date of **[hire date]** and actively holds the title of **[Employee Title/Position].** I am authorized to release the following information on their behalf to satisfy the requirements of your request:

* Annual gross salary of **$[total annual salary]** paid in **[weekly, monthly, or semi-monthly]** installments by **[check or direct bank deposit or hourly wage of ($hourly wage)].**
* Up to **[x percent]** of this annual gross salary is eligible for an annual performance bonus.
* Standard benefits include:
	+ Medical and dental insurance
	+ **[number of vacation days]** days of annual paid time off
	+ **[number of sick days]** days of sick leave
	+ 401K/retirement plan
	+ **[more benefits]**

If you have any further questions or concerns, please contact me at **[phone number / email address].**

Sincerely,

**[Your Name]**

**[Signature]**