**PROOF OF EMPLOYMENT LETTER**

**[Your Name]**

**[Company Name]**

**[Address]**

**[Phone Number]**

**[Date of Letter]**

**[Recipient’s Name]**

**[Title]**

**[Company Name]**

**[Address]**

Dear **[Recipient’s name],**

I am writing to you today to confirm that **[Employee’s Name]** is an employee of this office located at the following address:

**[Company Name]**

**[Address]**

**[Employee’s Name]** started employment on \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ and is on a contract that will end on \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_. **[Employee’s Name]** works **[Hours]** per week and has a gross annual salary of [0.00].

Should you need any additional information regarding this employment verification please feel free to contact me at the phone number found above.

Sincerely,

**[Sign here]**

**[Your Name, Title]**