[DATE]

Dear [RECIPIENT NAME],

My name is [YOUR NAME] and I have been the [POSITION] at [YOUR COMPANY NAME] for [NUMBER] years.

This letter is to confirm that [EMPLOYEE NAME] has been employed on a full-time basis as [POSITION 1] since [DATE 1]. He is currently receiving a monthly salary of $ [NUMBER 1].

[EMPLOYEE NAME] has been working in our company for [NUMBER 2] years, and he started from the position of [POSITION 2]. He was then promoted after [PERIOD], and his salary has also increased with [NUMBER 3] %.

If you have any questions regarding [EMPLOYEE NAME]’s employment, please feel free to contact me at [YOUR PHONE NUMBER] or at [YOUR EMAIL ID].

Regards,

YOUR SIGNATURE

YOUR NAME