[Name]  
[Address]  
[Date]

Sub: Verification of address and designation of [Name of Employee].

This letter is written to confirm that [Name of Employee] is a full-time employee of our company. He/she works as a Software Developer and his/her annual payment is [Salary Amount]. He/she is working with our organization since [Date]. He/she has also submitted the details pertaining to permanent residence.  
  
The job responsibilities that [Name of Employee] is entitled to, in our company, include development of software based on object-oriented approach; he/she also carries out tasks related to design and analysis of software. The different software platforms which he/she has worked on are [Names of Software Platforms]. He/she is well-versed with the [Name of Programing Language] programming language.  
  
You may contact our office if you intend to find any further information about [Name of Employee].

Sincerely,

[Employer/Concerned Person]  
[Name of Company]  
[Contact Information]