

# Employment Certification Letter

[Your Company's Name]

[Company's Address]

[City, State, Zip Code]

[Date]

**Subject: Employment Certification for [Employee's Name]**

**To Whom It May Concern,**

This document serves as certification that [Employee's Name] is an employee at [Company Name] and has been working with us since [Start Date]. They are employed on a [full-time/part-time] basis, occupying the role of [Job Title].

## **Details of Employment:**

- Department: [Department Name]
- Supervisor: [Supervisor's Name]
- Salary: \$[Annual Salary] per annum
- Normal Working Hours: [Hours per week] hours

For any inquiries or additional confirmation needs, please do not hesitate to contact our Human Resources Department at [Contact Information].

Thank you for your attention to this matter.

**Sincerely,**

[Human Resources Manager's Name]

[Title]

[Company Name]

[Email Address]

[Phone Number]