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]**