

# Letter of Employment Template

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[Company's Letterhead]

Date: [Month/Day/Year]

**To Whom It May Concern,**

This letter is to certify that [Employee's Name], holding the position of [Job Title], is currently employed with [Company Name] since [Start Date]. This is a [Full-Time/Part-Time] position.

**Details:**

- Employee ID: [Employee ID]
- Department: [Department Name]
- Reports To: [Supervisor's Name]
- Annual Salary: [Annual Salary] USD

[Employee's Name] has been a valuable asset to our team, displaying a high level of professionalism and dedication to their responsibilities. Should you require further information, please do not hesitate to contact us.

**Sincerely,**

[Your Name]

[Your Job Title]

[Company Contact Information]

[Email Address]

[Phone Number]