**Employment Letter Sample PDF**

**[Company’s Official Letterhead]**

**Date: [Month/Day/Year]**

**Subject: Verification of Employment for [Employee's Name]**

**Dear [Recipient’s Name or "To Whom It May Concern"],**

**I am writing to confirm the employment status of our employee, [Employee's Name]. They have been employed with [Company Name] as a [Job Title] since [Employment Start Date]. This letter is issued upon their request for personal records and verification purposes.**

**Employment Information:**

* **Job Title: [Job Title]**
* **Type of Employment: Full-time/Part-time**
* **Current Salary: $[Salary Amount] (annually/monthly)**
* **Working Hours: [Number of Hours] hours per week**

**Please feel free to contact me at [Your Contact Information] for any further information or verification you might need regarding [Employee's Name]'s employment with us.**

**Regards,**

**[Your Name]  
[Position]  
[Company Name]  
[Contact Information]**