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# Employment Letter Sample PDF

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[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]