**Letter of Employment Template**

horizontal line

**[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]**