[Name]  
[Address]  
[Date]

Sub: Verification of address and designation of **[Name of Employee].**  
This letter is written to confirm that **[Name of Employee]** is a full-time employee of our company. He/she works as a Software Developer and his/her annual payment is **[Salary** **Amount]**. He/she is working with our organization since **[Date].** He/she has also submitted the details pertaining to permanent residence.  
  
The job responsibilities that **[Name of Employee]** is entitled to, in our company, include development of software based on object-oriented approach; he/she also carries out tasks related to design and analysis of software. The different software platforms which he/she has worked on are **[Names of Software Platforms].** He/she is well-versed with the [Name of Programing Language] programming language.  
  
You may contact our office if you intend to find any further information about **[Name of Employee].**Sincerely,  
  
[Employer/Concerned Person]  
[Name of Company]  
[Contact Information]