Sample Employment Letter

1. SAMPLE EMPLOYMENT LETTER

Date:

To Whom It May Concern:

This letter is to confirm that has been employed by us since \_\_\_\_\_\_\_\_\_on a permanent (part/full) time basis in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Note: If this is a relatively new position please include a comment indicating that the position is not on probation or is past any probationary period.

He/She is currently paid $ per (hour, month, etc.) and works weekly.

Optional:

• Additionally, he/she regularly earns $ extra doing (projects, overtime in bonuses or commission).

 • His/Her expected income for the next 12 months is expected to be $\_\_\_\_\_\_\_

• His/Her prospects for continued employment are (excellent/good).Sincerely,NameTitleCompanyContact Details

Truly:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_