**LETTER TEMPLATE**

**CONFIRMATION LETTER FOR EMPLOYMENT**

[Date]

To,

[ATTN]

[ADDRESS]

[POSTAL CODE]

[COUNTRY]

**Subject:** Employment Confirmation Letter

To Whom It May Concern / Dear Mr., Mrs.,

We hereby confirm that [Applicant Name], born on [Date, Year] in [City], is employed full-time (39 hrs./week) as an administrative specialist since [Date, Year].

His areas of activities include (detailed description necessary), e.g.:

• Applying legislation in areas of the local government on an individual basis.

• Managing administrative and organizational tasks

• Dealing with processes in the areas of budgeting and accounting

• Taking on tasks in personnel administration

If you have any questions, please feel free to contact me directly. I will be available on phone: [T+00000000] and email: [email@email.com] in case of any query.

Kind regards,

[Name]

[Signature]

[Formal Name + Title]