

**[Employer's Company Letterhead]**

**[Date]**

**To Whom It May Concern,**  
**Re: Employer's Letter of Employment**

This letter is to confirm that [Employer's Full Name], residing at [Employer's Full Address], is currently employed with [Company/Organization Name], located at [Company's Address].

**Employment Details:**

- **Employee Name:** [Employer's Full Name]
- **Position/Title:** [Employer's Job Title]
- **Department:** [Department Name]
- **Employment Status:** [Full-Time/Part-Time/Contractual]
- **Date of Employment Commencement:** [Start Date]
- **Annual Salary:** [Salary Amount] [Currency]
- **Work Schedule:** [Days of the Week] from [Start Time] to [End Time]

[Employer's Full Name] has been employed with [Company/Organization Name] since [Employment Start Date] and continues to be a valuable member of our team.

Should you require any further information or verification regarding [Employer's Full Name]'s employment with us, please feel free to contact our office at [Contact Phone Number] or [Contact Email Address].

Thank you for your attention to this matter.

**Sincerely,**

**[Supervisor's Full Name]**  
**[Supervisor's Position/Title]**

*signature*

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**[Company/Organization Name]**  
**[Company's Address]**  
**[Phone Number]**  
**[Email Address]**