

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

**Subject: Employment Verification — [Employee Name]**

To Whom It May Concern,

This letter confirms that [EMPLOYEE FULL NAME], holder of [ID/PASSPORT NUMBER], has been employed by [COMPANY NAME] since [START DATE] and currently holds the position of [JOB TITLE] on a [FULL-TIME / PART-TIME / FIXED-TERM] basis.

[He/She/They] receives a gross [monthly/annual] salary of [AMOUNT] [plus allowances/benefits as applicable: SPECIFY OR OMIT].

This letter is issued at the employee's request for [PURPOSE — e.g. bank loan application, residence visa, tenancy reference] and does not constitute a guarantee of future employment.

Should you require any further information, please contact our Human Resources department at [PHONE / EMAIL].

Yours faithfully,

[HR Manager Name]

Human Resources, [Company Name]

[Company Stamp]