PROOF OF EMPLOYMENT LETTER

[INSERT DATE]

To whom it may concern:

This letter serves to inform you that [Employee Name] is employed as a [Insert Title] in a [permanent full-time] position for [Organization Name]. [Employee Name] was hired on [Insert Hire Date] and makes a salary of [$XX,XXX per year] excluding benefits and overtime.

Feel free to contact me using the information below, should you have any further questions.

Between The Employer:

Business Name

Name, Title

Phone Number

E-mail

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

Signature Date