

****PRINTED ON COMPANY LETTERHEAD****

CONFIRMATION OF EMPLOYMENT LETTER

Date: **Today's 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 (less than 3 months duration) 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,

****SIGNATURE****

Name

Title

Company

Contact Details