

SAMPLE EMPLOYMENT LETTER

On Company Letterhead

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, 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 _____ hours per week.

Or,

He/she's annual salary is \$_____.

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,

Name

Title

Company

Contact Details