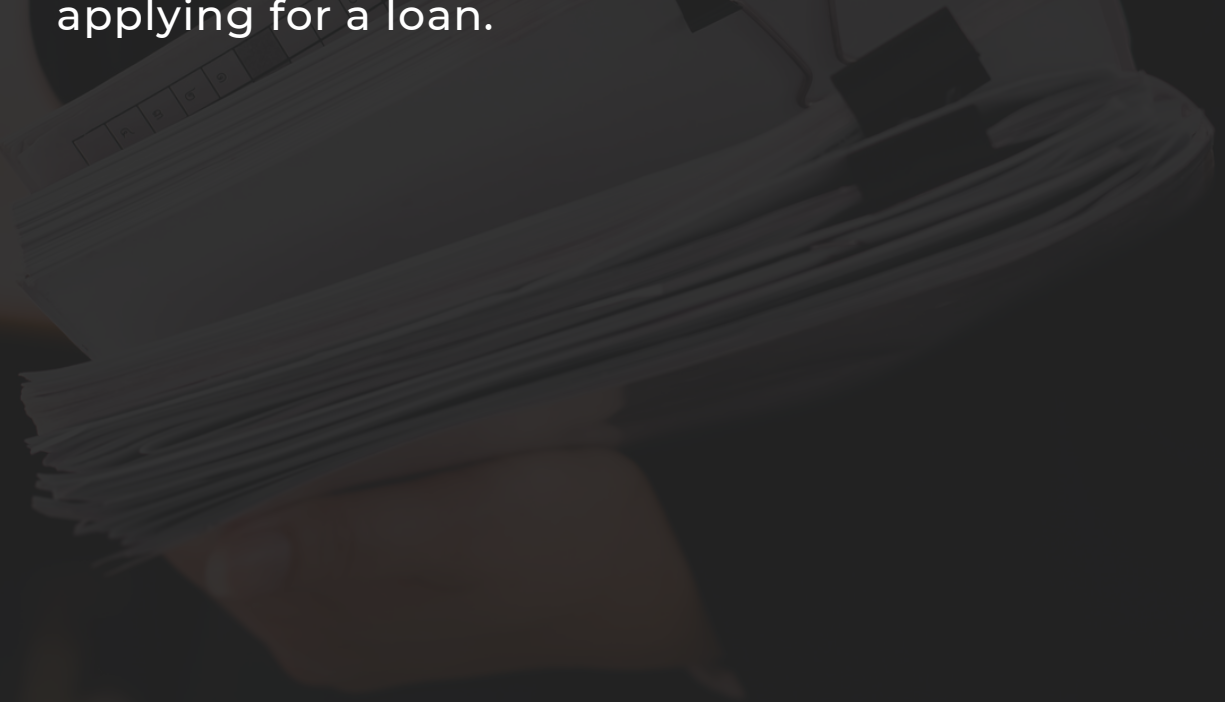


SAMPLE EMPLOYMENT LETTER TEMPLATE





The purpose of an employee employment letter is to provide proof of employment status and includes details of the employee's job. Employment letters are often requested by employees for various reasons such as when applying for a loan.



SAMPLE EMPLOYMENT LETTER TEMPLATE

INSERT COMPANY LOGO

DATE

Re: Employment Confirmation – **EMPLOYEE NAME**

To whom it may concern:

This letter will serve to confirm that **EMPLOYEE NAME** has been employed full-time as a **JOB TITLE** in our **XXX DEPARTMENT** since **START DATE**.

EMPLOYEE NAME is currently earning a base salary of \$XX,XXX per annum. In addition to their base salary, **EMPLOYEE NAME** is also eligible for a performance based **BONUS/COMMISSIONS**.

If you have any questions regarding **EMPLOYEE NAME** employment with **COMPANY NAME**, please do not hesitate to contact me directly at **PHONE NUMBER EXT. XXX**.

Regards,

HR ADMINISTRATOR NAME
JOB TITLE

COMPANY NAME
COMPANY ADDRESS

CREATED BY



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