



July 21, 2024

RE: Employment Letter for [EMPLOYEE NAME]

To Whom It May Concern:

Please accept this letter as confirmation that [EMPLOYEE NAME] has been working for [NAME OF COMPANY] since September 2, 2015 as a [JOB POSITION].

[EMPLOYEE NAME] earns \$45 dollars per hour and works 40 hours per week. [EMPLOYEE NAME] Year-To-Date income is [INPUT YTD INCOME]. [EMPLOYEE NAME] position is full-time and in good standing.

Should you have any additional questions, please do not hesitate to contact me directly.

Sincerely,

[EMPLOYER NAME]

Title

Name of Company
Phone Number

