

Employment Certification Letter

[Your Company Letterhead]

Subject: Employment Certification for [Employee Name]

Dear [Recipient Name/Title],

This letter serves to certify that [Employee Full Name] has been employed with [Company Name] as [Job Title] since [Start Date]. [He/She/They] currently holds a [full-time/part-time/contract] position in our [Department Name].

[Employee Name]'s current responsibilities include [brief description of key duties]. [He/She/They] reports directly to [Supervisor Name/Title] and has consistently demonstrated professionalism and competence in [his/her/their] role.

As of the date of this letter, [Employee Name] remains in good standing with our organization.

[His/Her/Their] current annual salary is [Amount] and [he/she/they] works approximately [number] hours per week.

Should you require any additional information or verification, please do not hesitate to contact our Human Resources Department at [phone number] or [email address].

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]

[Contact Information]

[Date]

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