

Employment Letter



Date: _____

Employee Name: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

I am writing to confirm that _____ commenced employment with the above mentioned firm on _____, and is currently employed in the position of _____ at a base wage of \$_____ / _____.

He / She also earns overtime, commission and/or bonuses income equal to \$_____ / year. The continuance of these extra earnings is likely/not likely.

The prospects for continued employment are _____.

Comments: _____

Employer Signature