

## **Proof of employment template**

Company letter head

Date

(Concerned organization)

(Address for the concerned organization)

### **To Whom It May Concern:**

This letter is to confirm that (name) has been (full-time or part time) employed by (employer), since (employment start date) as (position).

He/she is mandated to (brief summary of duties) on behalf of the (company).

Kindly accord him/her necessary cooperation.

Should you have any questions, please contact the undersigned.

Sincerely,

Signature

(Employer job title e.g. Company executive, HR person or supervisor)

(Signature)

(Employers phone number)