

Salary confirmation letter sample

(insert the date)

(insert the company's contact details)

(insert the employer name)

Dear Sir or Madam,

This letter is to certify that that (name) has been employed on full-time/part-time with our company as a (insert the position) since (insert the starting date).

Annual Salary income:

Annual bonus:

Deductions:

Fixed allowances:

Number of working hours weekly:

Taking in consideration the very good collaboration with Mr./Ms. (insert name), we can state for the probability that he will continue to be employed by our company unless something unexpected happens.

If you need any additional information, please don't hesitate to get in contact with me at (insert the phone number and/or the email address)

I hereby declare that the above statement is true to the best of my knowledge and belief.

Your sincerely,

(insert the employer's name)