Dear Sir,

My name is (insert the name name) and I have been (insert the position) at (insert the company’s name) for (insert the period).

This letter is to confirm that (insert the employee’s name) has been employed on a full time basis as (insert the employee’s position) since (insert his starting date). He is currently taking away a monthly salary of (insert the salary).

(Insert the employee’s name) has been working in our company for (insert the period), and he started from the position of (insert the title). He was promoted after (insert the period), and his salary increased with (insert the percentage).

If you have any question regarding (insert the employee’s name)’s employment, please feel free to contact me at (insert the contact details).

Yours sincerely,

(Insert the name, the position and the address)