

# [Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP]

[Phone Number]

Date: [Date]

To Whom It May Concern,

## Current Employee Position and Salary Confirmation Letter

This letter is to confirm that **[Employee Full Name]** is currently employed with **[Company Name]** as a **[Position/Job Title]** in the **[Department]** department.

### Employment Details:

- Employee ID: [Employee ID]
- Date of Employment: [Employment Start Date]
- Employment Status: [Full-time/Part-time/Contract]
- Current Position: [Position/Job Title]
- Monthly/Annual Gross Salary: [Salary Amount & Currency]

If you have any questions or require additional information, please contact us at [HR Contact Email] or [HR Contact Phone Number].

Sincerely,

[HR Manager Name]

[HR Manager Title]

[Company Name]