

Date: _____

To Whom It May Concern,

Subject: Employment Confirmation Letter

This is to certify that the following individual is/was employed with [Employer Company Name] through [Third-Party Agency Name] as a third-party employee:

Employee Name : _____
Designation : _____
Employee ID : _____
Contract Period : _____
Department : _____
Reporting To : _____

The employment commenced on [Start Date] and is currently [Active/Completed] as per our records.

This letter is issued upon the request of the employee for the purpose of [Purpose/Reference].

For any further information, please feel free to contact us.

Sincerely,

Authorized Signatory
[Third-Party Agency Name]