### General Proof of Employment Letter Template

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

This letter is to confirm that [Employee Name] has been employed with us at [Company Name] since [Start Date] as a [Job Title]. [He/She/They] currently works [full-time/part-time] and [is/has been] a dedicated and valued member of our team.

As of the date of this letter, [Employee Name]'s annual salary is $[Salary Amount], before deductions. If you have any further questions regarding [Employee Name]'s employment, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Proof of Employment Letter for Visa Application

**[Company Letterhead]**

**Date: [Date]**

**Embassy of [Country Name]** **[Embassy Address]** **[City, State, Zip Code]**

Subject: Proof of Employment for [Employee Name]

Dear Sir/Madam,

I am writing to confirm that [Employee Name], holding the position of [Job Title], has been employed with [Company Name] since [Start Date]. [He/She/They] works with us on a [full-time/part-time] basis and holds an essential role in our operations.

[Employee Name]'s current annual salary is $[Salary Amount], and [he/she/they] has demonstrated consistent and reliable performance throughout [his/her/their] tenure.

Please feel free to contact us should you require further information.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Proof of Employment Letter for Apartment Rental

**[Company Letterhead]**

**Date: [Date]**

**[Landlord or Property Management Company Name]** **[Address]** **[City, State, Zip Code]**

Subject: Employment Verification for [Employee Name]

Dear [Landlord/Property Manager's Name],

I am writing to verify the employment status of [Employee Name], who has been an employee at [Company Name] since [Start Date] and currently holds the position of [Job Title]. [He/She/They] works [full-time/part-time] with an annual salary of $[Salary Amount].

[Employee Name] has shown excellent professionalism and reliability, qualities that we believe make [him/her/them] a responsible tenant. Should you require any additional information, please do not hesitate to contact me directly.

Thank you for considering this verification request.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Employment Letter Proof of Income

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

I am writing to verify the income details of our employee, [Employee Name], who has been working with [Company Name] since [Start Date]. [Employee Name] is employed as a [Job Title], and [his/her/their] current gross annual income is $[Salary Amount].

Additional compensation includes:

* Bonus: $[Amount]
* Other incentives: $[Amount] (if applicable)

This information is provided upon the request of [Employee Name] for [purpose of the request, e.g., loan application, financial verification, etc.]. Please feel free to contact me should you require any further information or clarification.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Past Employment Verification Letter

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

This letter serves to confirm that [Employee Name] was employed with [Company Name] from [Start Date] to [End Date]. During this period, [Employee Name] held the position of [Job Title] and worked [full-time/part-time] in our [Department Name].

Please note that this letter is provided at the request of [Employee Name] and is intended for [specify purpose if known, e.g., new job application]. For any further inquiries, please feel free to contact me directly.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Proof of Employment Letter for Embassy

**[Company Letterhead]**

**Date: [Date]**

**[Embassy Name]** **[Embassy Address]** **[City, State, Zip Code]**

Subject: Verification of Employment for [Employee Name]

Dear Sir/Madam,

I am pleased to confirm that [Employee Name] is employed with [Company Name], and has been in our service since [Start Date]. Currently, [Employee Name] holds the position of [Job Title], and [his/her/their] employment status is [full-time/part-time].

[Employee Name]’s intention for visiting [Country Name] is strictly for [tourism/business/educational purposes], and [he/she/they] is expected to return following the conclusion of [his/her/their] visit.

Should you have any questions regarding [Employee Name]'s employment with us or planned visit, please contact me at the information provided below.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Proof of Employment Letter for South Africa

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

This letter confirms that [Employee Name], ID Number [Employee ID], has been employed with [Company Name] since [Start Date] as a [Job Title]. [He/She/They] works on a [full-time/part-time] basis, and [his/her/their] current annual income is ZAR [Salary Amount].

Please note that this letter is issued upon the request of [Employee Name] for purposes related to [specify purpose, e.g., financial applications, residential applications, etc.] within the Republic of South Africa. We attest to the accuracy of the information provided herein and endorse [Employee Name]'s status as a reliable and committed member of our organization.

Should you require any additional details or have any queries, do not hesitate to contact me.

Sincerely,

[Your Name] [Your Position] [Company Contact Information] [Company Signature]

### Proof of Employment Letter for Immigration

**[Company Letterhead]**

**Date: [Date]**

**To Whom It May Concern,**

I am writing to confirm that [Employee Name], holding the position of [Job Title], has been employed at [Company Name] since [Start Date]. [He/She/They] is currently working on a [full-time/part-time] basis and holds [permanent/temporary] status within our company.

[Employee Name]'s role and responsibilities at [Company Name] include [brief description of job duties]. [His/Her/Their] annual salary is $[Salary Amount], which demonstrates financial stability and the ability to support [himself/herself/themselves] during [his/her/their] stay in [Country Name].

This letter is provided at the request of [Employee Name] to support [his/her/their] application for [type of immigration visa or status].

Please feel free to contact me should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Company Contact Information]  
[Company Signature]

### Proof of Employment Letter for Bank Account

**[Company Letterhead]**

**Date: [Date]**

**[Bank Name]**  
**[Bank Address]**  
**[City, State, Zip Code]**

Subject: Employment Verification for [Employee Name]

Dear [Bank Manager's Name],

I am writing to verify the employment status of [Employee Name], who has been employed at [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works [full-time/part-time], with an annual salary of $[Salary Amount].

This verification is provided to assist [Employee Name] in opening a new bank account with your institution. Should you require any additional information, please do not hesitate to contact me at the details provided below.

Sincerely,

[Your Name]  
[Company Signature]

### Proof of Employment Letter for Visa Application - Australia

**[Company Letterhead]**

**Date: [Date]**

**Australian Embassy**  
**[Embassy Address]**  
**[City, State, Zip Code]**

Subject: Employment Verification for [Employee Name]

Dear Sir/Madam,

I confirm that [Employee Name] is employed at [Company Name] in the capacity of [Job Title] since [Start Date]. [He/She/They] works [full-time/part-time] and is involved in [brief description of job duties].

[Employee Name]'s intended travel to Australia is for [tourism/business/educational purposes], and [he/she/they] is expected to return following the conclusion of the visit. [His/Her/Their] current annual salary is $[Salary Amount], which adequately supports [his/her/their] financial needs during the travel.

Please contact me should you need further confirmation or additional details.

Sincerely,

[Your Name]  
[Company Signature]

### Proof of Employment Letter for Rental Application

**[Company Letterhead]**

**Date: [Date]**

**[Landlord or Property Management Name]**  
**[Address]**  
**[City, State, Zip Code]**

Subject: Employment Verification for [Employee Name]

Dear [Landlord/Property Manager's Name],

This letter is to confirm that [Employee Name] has been employed with [Company Name] since [Start Date] as a [Job Title]. [He/She/They] is a [full-time/part-time] employee with an annual salary of $[Salary Amount].

[Employee Name] has consistently demonstrated responsibility and reliability, qualities that we believe make [him/her/them] a suitable candidate for tenancy at your property.

Should you require any additional information or have any questions regarding [Employee Name]'s employment, please feel free to contact me.

Thank you for considering this verification request.

Sincerely,

[Your Name]  
[Company Signature]