

# Guarantee Letter For Employee

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name or Institution]

[Recipient Address if applicable]

[City, State, Zip Code]

Subject: Employment Guarantee Letter for [Employee's Full Name]

Dear [Recipient's Name/Title],

I am writing to you in my capacity as [Your Title], on behalf of [Company Name]. This letter serves as a formal guarantee regarding the employment status of our employee, [Employee's Full Name], who currently holds the position of [Employee's Position] with us.

[Employee's Full Name] has been employed with us since [Start Date] and is in good standing with the company. We confirm that [he/she/they] is a full-time employee, working [number of hours] hours per week. [He/She/They] receives a salary of [Employee's Salary], payable [monthly/weekly/biweekly], and is entitled to additional company benefits, which include [list any relevant benefits, like health insurance, housing allowance, etc.].

We assure you that [Employee's Full Name] will continue to be employed with us for the foreseeable future and [his/her/their] financial obligations towards [purpose of the guarantee, e.g., rent, loan repayment] will be met punctually.

Please feel free to contact us directly should you require any further information or confirmation regarding [Employee's Full Name]'s employment status or any other related matters.

Thank you for your attention to this guarantee.

Yours sincerely,

**[Your Signature]**

**[Your Name]**

**[Your Position]**

**[Company Name]**