

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to verify the employment of [Employee's Name] who is employed with [Your Company's Name] as a [Employee's Job Title].

1. ****Employee Details****

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Employment Status: [Full-time/Part-time/Contractor]
- Dates of Employment: [Start Date] to [End Date or Present]
- Department: [Employee's Department]

2. ****Verification Details****

- Salary: [Annual/Hourly Salary]
- Job Responsibilities: [Brief description of job responsibilities]
- Additional Information: [Any other relevant details]

If you require further information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]