

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Employment Start Date]. [He/She/They] holds the position of [Employee's Job Title] and currently works [full-time/part-time] in [Department/Team Name].

As of today, [Employee's Name] is employed with a salary of [Employee's Salary] per [hour/week/year].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]