

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who works at [Company Name] as a [Job Title]. [Employee's Name] has been employed with us since [Start Date].

As of [Current Date], [Employee's Name] earns an annual salary of [Salary Amount] and works [Full-Time/Part-Time/Other Work Schedule].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]