

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Institution]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee's Name], who is currently employed with [Your Company Name] since [Start Date].

Employee Information:

- Job Title: [Employee's Job Title]
- Department: [Employee's Department]
- Employment Status: [Full-time/Part-time]
- Annual Salary: [Employee's Salary]
- Additional Income: [Any bonuses or additional compensation if applicable]

[Employee's Name] is a valued member of our team, and their employment is in good standing.

If you require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]