

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title or Position]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name] for the purpose of their rental application.

Employee Information:

- Name: [Employee's Name]
- Position: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Current Employment Status: [Full-Time/Part-Time/Contract]
- Annual Salary: [Salary Amount]

[Employee's Name] is a valued member of our team and has been employed with us since [Start Date]. They consistently demonstrate professionalism and reliability in their role.

Please feel free to contact me at [Phone Number] or [Email Address] if you need any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Company Name]