

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

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

Dear [Recipient's Name],

Subject: Employment Verification for [Tenant's Name]

This letter is to verify the employment of [Tenant's Name] who is applying for tenancy at [Property Address].

[Tenant's Name] has been employed with [Company Name] since [Start Date] and currently holds the position of [Job Title]. Their annual salary is [Salary Amount].

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company/Organization Name]