

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm the employment of [Employee's Name] at [Your Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] is a [full-time/part-time] employee, and

[his/her/their] current salary is [Salary Amount] per [year/month/hour].

[He/She/They] has demonstrated [briefly describe employee's performance, skills, and contributions].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]