

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] with [Your Company Name].

- \*\*Employee's Position:\*\* [Employee's Job Title]

- \*\*Employment Dates:\*\* [Start Date] to [End Date/Present]

- \*\*Employment Status:\*\* [Full-Time/Part-Time/Contract]

- \*\*Salary:\*\* [Employee's Salary, if applicable and permitted]

If you need any further information, 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]