

[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], who has been working with us at [Company Name] since [Start Date]. [He/She/They] holds the position of [Employee's Job Title] and is currently employed on a [full-time/part-time] basis.

[Employee's Name] has demonstrated [mention any relevant skills or contributions to the company], and [his/her/their] current salary is [Salary Amount] per [year/month/hour].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]