

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee Name]

This letter is to confirm that [Employee Name] is employed with [Company Name] as a [Job Title] since [Start Date].

[Employee Name] works on a [full-time/part-time] basis and their current salary is [Salary Amount] per [Year/Month/Hour]. Their primary responsibilities include [Brief Description of Job Responsibilities].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]