

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Recipient's Name],

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

****Employee Information:****

- Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Employment Status: [Full-time/Part-time/Temporary]

- Dates of Employment: [Start Date] - [End Date or "Present"]

- Salary: [Salary Amount, if applicable]

[Employee's Name] has been a valued member of our team, and their contributions have been significant to our operations.

Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]