

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is currently employed at [Company Name] as a [Job Title] since [Employment Start Date].

[Employee's Name] is employed on a [full-time/part-time] basis, and their current salary is [Salary or hourly rate, if applicable].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]