

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Employment Start Date]. [He/She/They] currently holds the position of [Employee's Job Title].

[Employee's Name] is employed on a [full-time/part-time/contract] basis.

[His/Her/Their] current salary is [Employee's Salary] per [hour/week/month/year].

During [his/her/their] time with us, [Employee's Name] has demonstrated [mention any relevant skills or contributions].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]