

[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],

This letter serves to verify the employment of [Employee Name] who is currently employed with [Company Name] since [Employment Start Date].

Employee Details:

- Position: [Job Title]

- Department: [Department Name]

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

- Annual Salary: [Salary Amount]

[Employee Name] has demonstrated [mention any relevant skills, responsibilities, or positive contributions] during their time with us.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]