

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently earning a salary of [Salary/Hourly Rate].

As per the job responsibilities, [Employee's Name] is responsible for [Brief Description of Duties]. Their performance has been commendable, demonstrating [Mention any relevant qualities or achievements].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]