

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name] with [Your Company]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title].

[Employee's Name] is a [full-time/part-time] employee, working [number of hours] hours per week. Their annual salary is [Salary Amount, if applicable].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company]