

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[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 [Your Company's Name] since [Employee's Start Date]. [Employee's Name] holds the position of [Employee's Job Title] and is currently earning a salary of [Employee's Salary] per [hour/week/month/year]. [He/She/They] works a total of [number of hours] hours per week.

[Additional information about the employee's role, responsibilities, or employment status can be added here if necessary.]

If you have any further questions about [Employee's Name]'s employment with us, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Your Company's Name]
[Your Company's Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]