

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification Letter

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. This employment is [full-time/part-time/contract] and [Employee's Name] is currently earning an annual salary of [Salary Amount] or an hourly wage of [Hourly Rate]. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]