

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Recipient Name],

I am writing to verify the employment of [Employee Name] at [Company Name].

Employee Name: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Employment Start Date: [Start Date]

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

Current Salary: [Salary Amount/Range] (optional)

[Employee Name] is a valued employee of our organization, and their contributions have been significant to our success.

If you require any further information regarding [Employee Name], please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]