

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] at [Company Name].

- **Employee Name:** [Employee's Name]

- **Position:** [Employee's Job Title]

- **Employment Start Date:** [Start Date]

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

- **Annual Salary:** \$[Salary Amount]

[Employee's Name] is currently employed with us and has been since [Start Date]. [He/She/They] has demonstrated [mention any relevant qualities or job duties].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]