

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to confirm the employment of [Employee's Name], who is currently employed at [Company Name] as a [Job Title]. [Employee's Name] has been employed with us since [Start Date].

[He/She/They] works [Full-Time/Part-Time] and earns an annual salary of [Salary Amount/Hourly Rate]. [His/Her/Their] primary duties include [Brief Description of Job Responsibilities].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]