

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Subject: Employment Verification Letter

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] currently works in the [Department/Team] and is responsible for [Brief Description of Job Duties].

[Employee's Name] is a valued member of our team and contributes significantly to our operations. [He/She/They] works [Full-Time/Part-Time], and [his/her/their] current salary is [Salary Amount] per [Year/Month/Hour].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]