

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name] with
[Company Name].

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

- ****Start Date****: [Employee's Start Date]

- ****Current Employment Status****: [Full-Time/Part-Time]

- ****Salary****: [Employee's Salary, if applicable]

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]