

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee's Name] who has been employed with [Company Name] since [Start Date].

[Employee's Name] holds the position of [Job Title] and works [full-time/part-time]. Their current responsibilities include [briefly outline job responsibilities or duties].

As of [Current Date], their employment status is [active/inactive] and their current salary is [insert salary if necessary].

Should you require any further information, please do not hesitate 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]