

[Your Company's 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] with [Company Name].

****Employee Details:****

- Position: [Employee's Job Title]

- Department: [Department Name]

- Employment Start Date: [Start Date]

- Employment Status: [Full-time/Part-time/Contract]

- Annual Salary: [Salary Amount]

[Employee's Name] is currently employed with us and has been a valuable member of our team. His/her contributions include [briefly mention job responsibilities or achievements].

Should you require any additional information or verification regarding [Employee's Name], please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]