

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

RE: Employment Verification for [Employee's Name]

This letter serves to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] and is currently working as a [Job Title].

[Employee's Name] works [full-time/part-time] at [Company Name], located at [Company Address]. Their primary responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[Employee's Name] earns a salary of [Salary Amount] per [hour/week/month/year], and their employment status is [permanent/temporary/contract].

If you require any further information regarding [Employee's Name]'s employment, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]