

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to verify the employment of [Employee's Name], who is currently employed at [Company Name] as a [Job Title]. [He/She/They] has been with us since [Start Date] and is working [full-time/part-time] at a salary of [Salary Amount] per [year/month/hour].

[Employee's Name] fulfills the following job responsibilities:

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

Should you require any further information regarding [Employee's Name] and [his/her/their] employment status, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]