

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

I am writing to confirm the employment of [Employee's Name], who has been with [Your Company's Name] since [Employee's Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and works in the [Employee's Department/Division].

[Employee's Name] is employed on a [full-time/part-time] basis and their current salary is [Employee's Salary] per [year/month/hour]. Their responsibilities include [briefly describe job responsibilities].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Phone Number]

[Your Email Address]

[Company's Address]

[City, State, Zip Code]