

[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],

This letter is to confirm that [Employee's Name] is employed with [Your Company Name] and has been a valuable member of our team since [Start Date]. [He/She/They] currently holds the position of [Job Title].

[Employee's Name] works [full-time/part-time], with an average of [number] hours per week. [His/Her/Their] current salary is [salary amount, if applicable].

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]