

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] at [Company Name].

**\*\*Employee Details:\*\***

- Name: [Employee's Name]

- Job Title: [Employee's Job Title]

- Employment Start Date: [Employment Start Date]

- Current Employment Status: [Full-time/Part-time/Temporary]

- Salary: [Annual Salary]

[Employee's Name] has been a valued member of our team and has demonstrated [mention any relevant skills or attributes].

If you have any further questions, please feel free to contact me at

[Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]