

[Your Company Letterhead]

[Date]

[Recipient's Name]

[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] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title]. As of today, [Employee's Name] is [full-time/part-time] and earns an annual salary of \$[Salary Amount].

If you require further information, 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]

[Phone Number]

[Email Address]