

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Name] with [Company Name].

EMPLOYEE DETAILS:

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Start Date: [Employee's Start Date]
- Employment Status: [Full-time/Part-time]
- Current Salary: [Employee's Salary]

[Employee's Name] is employed in the [Department Name] and has been a valued member of our team since [Start Date].

If you require any 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]

[Company Phone Number]

[Company Email Address]