

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] in the [Department Name].

[Employee's Name] works a total of [Number of Hours] hours per week and earns an hourly wage/salary of [Amount]. [He/She/They] has consistently demonstrated [mention any relevant performance or contributions].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]