

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Employee Information:

- Full Name: [Employee's Full Name]
- Position: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time/Contract]
- Annual Salary: [Salary Amount if applicable]

[Employee's Full Name] is currently employed with us and has been an integral part of our team. If you require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]