

[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] is employed with
[Company Name] as a [Job Title] since [Employment Start Date].

[He/She/They] currently work[s] [full-time/part-time] and is compensated
at a rate of [Salary/Wage].

If you need any further information, please do not hesitate 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]