

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company/Organization 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's Full Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. [He/She/They] works [Full-time/Part-time] and [is/are] compensated at a rate of [Salary/Hourly Rate].

If you require any 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]