

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient Name],

This letter serves to verify the employment of [Employee's Name], who has been employed with [Your Company Name] since [Start Date].

**\*\*Employee Details:\*\***

- **\*\*Position:\*\*** [Employee's Job Title]

- **\*\*Department:\*\*** [Department Name]

- **\*\*Status:\*\*** [Full-Time/Part-Time]

- **\*\*Annual Salary/Hourly Wage:\*\*** [Salary/Wage]

[Employee's Name] is currently [a valuable member of our team/performing their duties] in the capacity of [Job Description]. During their tenure, they have demonstrated [mention any relevant skills or contributions].

If you have any questions regarding this employment verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]