

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Institution Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] at [Your Company Name]. [He/She/They] has been employed with us since [Start Date] and is currently working as [Employee's Job Title].

[Employee's Name] is a valued member of our team and is responsible for [brief description of job responsibilities]. [He/She/They] works [full-time/part-time] and earns an annual salary of [salary amount].

Should you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]