

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who has been working with us at [Company Name] since [Start Date]. [Employee's Name] currently holds the position of [Employee's Job Title] and is a valued member of our team.

[Employee's Name]'s job responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

[He/She/They] works [Full-time/Part-time] and earns an annual salary of [Salary Amount].

If you require any further information or verification, 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 Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]