

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

[Country]

Dear [Recipient Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] and is currently working as a [Job Title]. [He/She/They] is a valuable member of our team and is responsible for [briefly describe job responsibilities].

[Employee's Name] works [full-time/part-time] and has an average work schedule of [number of hours] hours per week. As of [Date],

[his/her/their] current salary is [Salary] per [hour/week/month/year].

If you require any further information or clarification regarding

[Employee's Name]'s employment, please feel free 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]

[Country]

[Company Phone Number]

[Company Email Address]