

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Employment Verification

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. They hold the position of [Employee's Position] and are currently earning an annual salary of [Salary Amount]. [Employee's Name] has been a valuable member of our team, demonstrating skills in [list relevant skills or responsibilities]. Their contributions have positively impacted our organization, particularly in [specific achievements or projects].

Should you require any further information, please do not hesitate to contact us at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]