

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: OEC Verification Letter for Employment

Dear [Recipient Name],

This letter serves to verify the employment of [Employee Name], who is currently employed with [Your Company Name] as a [Employee's Job Title]. [He/She/They] has been with us since [Employee's Start Date] and is a [full-time/part-time] employee.

As a [Employee's Job Title], [Employee Name] is responsible for [brief description of job responsibilities]. [His/Her/Their] current salary is [Employee's Salary] per [year/month/hour].

We appreciate the contributions of [Employee Name] to our team and can confirm that [he/she/they] is in good standing with our company.

If you require any additional information or further verification, please feel free to contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]