

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is employed with [Company Name] as a [Job Title] since [Start Date].

[Employee's Name] currently works on a [full-time/part-time] basis, averaging [number of hours] hours per week, with an annual salary of [Salary Amount].

If you have any further questions 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]