

****Employment Verification Letter Template****

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date].

****Employee Information:****

- ****Position/Title:**** [Employee's Job Title]

- ****Employment Status:**** [Full-time/Part-time/Temporary]

- ****Department:**** [Employee's Department]

- ****Annual Salary:**** [Employee's Salary] (if applicable)

[Employee's Name] has demonstrated [mention any relevant details about their job performance or contributions].

If you have any further questions or need additional information, 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]

[Phone Number]

[Email Address]