

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position/Title] (if applicable)

[Company Name (if applicable)]

[Company Address (if applicable)]

[City, State, Zip Code (if applicable)]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] with [Company Name].

****Employee Details:****

- Name: [Employee's Full Name]

- Job Title: [Employee's Job Title]

- Employment Start Date: [Employee's Start Date]

- Employment Status: [Full-Time/Part-Time/Contract]

- Current Salary (if applicable): [Annual Salary or Hourly Rate]

[Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. Their primary

responsibilities include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

If you have any further questions, please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]