

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the employment of [Employee's Name], who is currently employed at [Company Name] as a [Job Title]. [Employee's Name] has been an integral part of our team since [Start Date], and their current employment status is [full-time/part-time].

[Employee's Name] is compensated at a salary of [Salary Amount] per [hour/week/month/year], and their primary responsibilities include [Brief Description of Job Responsibilities].

If you require any further information or clarification 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]

[Company Phone Number]

[Company Website]