

[Your Company's Letterhead]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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 verify the employment of [Employee's Name], who is employed at [Your Company's Name] as a [Employee's Position].

[He/She/They] has been employed with us since [Date of Employment] and is currently working [Full-time/Part-time] at [his/her/their] position.

[Employee's Name] earns a salary of [Annual Salary] and is in good standing with our company. [He/She/They] is a valued member of our team.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]