

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

RE: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] is employed at [Company Name] as a [Job Title] since [Start Date]. [Employee's Name] works [Full-time/Part-time] and earns an annual salary of [Salary Amount].

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

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company Name]