

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Work Verification Letter

Dear [Employer's Name],

I am writing to confirm the employment status of [Employee's Name], who has worked with us at [Company Name] since [Start Date].

[Employee's Name] is currently employed as a [Job Title] and their duties include [Brief Description of Responsibilities]. [He/She/They] works approximately [Number of Hours] hours per week and earns an hourly wage/salary of [Wage/Salary Amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company Name]