

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] and holds the position of [Employee's Job Title]. As of [Current Date], [he/she/they] is working [full-time/part-time] and earns an annual salary of [Salary Amount] / an hourly wage of [Hourly Wage].

Should you require any further information, 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]