

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 has been employed with [Company's Name] since [Start Date]. [He/She/They] holds the position of [Job Title] in the [Department Name] and [is/is not] currently active in this role.

[Optional: Brief description of the employee's job responsibilities and performance.]

[Employee's Name] earns an annual salary of [Salary Amount] and works [Full-Time/Part-Time] at [Average Hours Worked per Week].

If you require any further information 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's Name]

[Company's Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]