

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

I am writing to confirm the employment of [Employee's Name], who is currently employed at [Company's Name] as a [Job Title]. [He/She/They] has been with our company since [Start Date] and is currently earning a salary of [Salary Amount] per [hour/week/month/year].

[Employee's Name] works a [full-time/part-time] schedule of [number of hours] hours per week and has shown reliable performance in [his/her/their] role.

If you require any further information or have any questions regarding [his/her/their] employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]