

[Your Company's Letterhead]

[Date]

[Receiver's Name]

[Receiver's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Receiver's Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. They hold the position of [Job Title] and currently earn an annual salary of [Salary Amount].

[Employee's Name] works [full-time/part-time] and is a valued member of our team. Their responsibilities include [briefly outline job duties]. If 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]

[Company Phone Number]

[Company Email Address]