

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to verify the employment of [Employee's Name], who is applying for tenancy at [Property Address].

[Employee's Name] has been employed with [Company Name] since [Employment Start Date] and holds the position of [Job Title]. Their current annual salary is [Salary Amount].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]