

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Full Name], who has been employed with [Company Name] since [Start Date]. [Employee's Full Name] holds the position of [Employee's Job Title] in the [Department Name] and is currently [full-time/part-time].

During their tenure with us, [Employee's First Name] has demonstrated [mention any notable skills, accomplishments, or responsibilities]. Their current salary is [Salary Amount], and they are a valued member of our team.

If you have any further questions regarding [Employee's First Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]