

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Your Company's Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and works in the [Department/Division].

The details of [Employee's Name]'s employment are as follows:

- Employee ID: [Employee ID]
- Job Title: [Job Title]
- Employment Status: [Full-time/Part-time]
- Work Schedule: [Days/Hours]
- Annual Salary: [Salary Amount]

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

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]