

****Employment Verification Letter Template****

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

****Subject: Employment Verification for [Employee's Name]****

This letter serves to verify the employment of [Employee's Name] with [Your Company Name]. Below are the details concerning their employment:

1. ****Employee Information:****

- Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-Time/Part-Time]

2. ****Job Responsibilities:****

- [Brief description of job responsibilities]

3. ****Compensation:****

- [Salary or hourly rate if applicable]
- [Additional compensation details, if any]

4. ****Work Performance:****

- [Brief summary of work performance and contributions, if desired]

5. ****Additional Information:****

- [Any other relevant information such as promotions, awards, etc.]

Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]