

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed at [Your Company Name] since [Employee's Start Date] and is currently in the position of [Employee's Job Title]. [He/She/They] works [Full-Time/Part-Time] and reports to [Supervisor's Name/Title].

[Employee's Name]'s current salary is [Employee's Salary] and [he/she/they] has [mention any relevant employee status, e.g., "no disciplinary issues," "been a valuable team member," etc.].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]