

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to verify the employment of [Employee's Name] who has applied to rent a property owned by you.

Employee Name: [Employee's Name]

Position: [Employee's Job Title]

Start Date: [Employee's Start Date]

Annual Salary: [Employee's Salary]

Employment Status: [Full-Time/Part-Time]

[Employee's Name] is a valued member of our team and has consistently demonstrated reliable performance in their role.

If you have any further questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]