

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

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

The current salary of [Employee's Name] is [Annual Salary] and they have received [bonuses, overtime, or other compensation details, if applicable].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]