

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

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

Dear [Landlord's Name],

Subject: Employment Verification for [Tenant's Name]

I am writing to verify the employment of [Tenant's Name], who has applied to rent a property at [Property Address].

[Tenant's Name] is employed at [Company Name] as a [Job Title] since [Start Date]. [He/She/They] work[s] [Number of Hours] per week and has an annual salary of [Salary Amount].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]