

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] at [Company Name].

Employee Name: [Employee's Name]

Position: [Employee's Job Title]

Employment Dates: [Start Date] to [End Date or Present]

Salary: [Annual Salary or Hourly Rate]

[Employee's Name] has been a valuable member of our team, and their contributions are greatly appreciated.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]