

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is currently employed at [Your Company Name] as a [Job Title] since [Start Date]. [He/She/They] works [full-time/part-time] and [his/her/their] annual salary is [Salary Amount].

[Employee's Name]'s responsibilities include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]