

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Full Name]

This letter is to confirm that [Employee's Full Name], [Employee's Job Title], has been employed with [Company Name] since [Start Date].

[He/She/They] is currently working [full-time/part-time] and has an annual salary of [Employee's Salary].

[Employee's Full Name] is responsible for the following duties:

- [Duty 1]

- [Duty 2]

- [Duty 3]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information regarding [Employee's Full Name]'s employment status.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]