

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Employee's Job Title], and [his/her/their] responsibilities include [brief description of job responsibilities].

As of [Current Date], [Employee's Name] works [full-time/part-time] and earns an annual salary of [Salary Amount] / [hourly rate]. [He/She/They] has demonstrated [provide positive traits or contributions, if applicable].

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]