

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter serves to verify the employment of [Employee's Name] with [Company Name].

- **Employee's Position:** [Job Title]

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

- **Employment Status:** [Full-time/Part-time]

- **Annual Salary:** [Salary Amount] (if applicable)

[Employee's Name] has been a valued member of our team, demonstrating [mention any relevant skills, work ethics, or contributions].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]