

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date] and holds the position of [Job Title].

Employee ID: [Employee ID]

Department: [Department Name]

Employment Status: [Full-Time/Part-Time/Contract]

[Employee's Name] is responsible for [Brief Description of Job Duties].

Their current salary is [Salary Amount] per [Hour/Year].

Should 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]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]