

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient Name],

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and currently earns a salary of [Salary Amount] per [Hour/Year].

[Employee's Name] is employed on a [full-time/part-time] basis, and their employment status is currently active.

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]