

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient Name],

This letter is to confirm the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and is employed on a [full-time/part-time] basis.

As of [Current Date], [Employee's Name] earns an annual salary of [Salary Amount] or an hourly wage of [Hourly Rate]. [Optional: You may include additional details regarding job responsibilities, length of employment, etc.]

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]