

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Tenant's Name]

Dear [Recipient's Name],

This letter is to verify the employment of [Tenant's Name], who is currently employed at [Company Name] located at [Company Address].

****Employee Details:****

- ****Name:**** [Tenant's Name]

- ****Position:**** [Job Title]

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

- ****Start Date:**** [Employment Start Date]

- ****Annual Salary:**** \$[Salary Amount]

[Tenant's Name] has been a valued employee since their start date and continues to fulfill their responsibilities diligently.

Should 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]

[Company Phone Number]

[Company Email Address]