

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves as verification of employment for [Employee Name].

[He/She/They] has been employed with [Company Name] since [Start Date] and is currently working as a [Job Title].

[Employee Name] works [full-time/part-time] and their current salary is [Salary Amount] (optional).

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]