

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works [Full-time/Part-time] at our [Location/Branch].

As of today, [Employee's Name] earns an annual salary of [Salary Amount] and is a valued member of our team. [He/She/They] has demonstrated [mention any specific skills or contributions].

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]