

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to confirm that [Employee's Name] has been employed with [Your Company Name] since [Start Date]. [He/She/They] currently holds the position of [Employee's Job Title] and is a valued member of our team.

As of today, [Employee's Name]'s employment status is [Full-Time/Part-Time], and [his/her/their] responsibilities include [briefly describe job responsibilities]. [He/She/They] receives an annual salary of [Employee's Salary] and is eligible for [any additional benefits, if applicable].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]