

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Employment Verification for [Employee Name]

This letter serves to confirm that [Employee Name] is employed with [Company Name] in the position of [Employee Position]. [He/She/They] has been with our company since [Start Date] and currently works [Full-Time/Part-Time] with an annual salary of [Salary Amount] or an hourly wage of [Hourly Wage].

[Employee Name] is [describe job responsibilities, work ethic, or any relevant information].

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 Job Title]

[Company Name]