

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] who has been employed with [Your Company Name] since [Employment Start Date].

[Employee's Name] currently holds the position of [Employee's Job Title] and works in the [Department/Division Name] department.

[He/She/They] is a [full-time/part-time] employee with an annual salary of [Salary Amount] and works [Hours per Week] hours per week. [Employee's Name] has demonstrated [a brief comment on employee's performance, reliability, etc.].

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]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]