

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm the employment of [Employee's Full Name] at [Your Company Name].

1. **\*\*Employee Information\*\***

- Full Name: [Employee's Full Name]
- Job Title: [Employee's Job Title]
- Employment Status: [Full-time/Part-time/Temporary]
- Employment Dates: [Start Date] to [End Date or "Present"]

2. **\*\*Job Responsibilities\*\***

[Briefly describe the employee's key responsibilities and duties]

3. **\*\*Salary Information\*\***

[Include salary information if required or state if it's confidential]

4. **\*\*Additional Information\*\***

[Include any other relevant information or comments about the employee]

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]