

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Employment Verification for [Employee Name]

Dear [Recipient Name],

This letter is to confirm that [Employee Name] has been employed with [Company Name] since [Start Date] and holds the position of [Job Title].

As of [Current Date], [he/she/they] is [full-time/part-time] and earns [Salary or Hourly Rate].

If 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]