

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify that [Employee Name] is currently employed at [Your Company Name] as a [Employee's Job Title]. [He/She/They] has been with our organization since [Employee's Start Date] and is employed on a [full-time/part-time] basis.

[Employee Name]'s current salary is [Employee's Salary] per [hour/week/month/year]. [He/She/They] is in good standing with our company and is a valued member of our team.

If 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 Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]