

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify the employment of [Employee Name] at [Company Name]. [Employee Name] has been employed with us since [Employment Start Date] and holds the position of [Employee Job Title].

[He/She/They] is currently working [full-time/part-time] and [his/her/their] annual salary is [Salary Amount]. [Optional: Include a brief description of job responsibilities and achievements.]

If you have any further questions or require additional 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]

[Company Phone Number]