

[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] at [Your Company Name].

[Employee's Name] has been employed with us since [Start Date] in the position of [Employee's Job Title]. As of [Current Date], [he/she/they] is still employed with [Your Company Name] and works [Full-Time/Part-Time] with a current salary of [Salary Amount, if applicable].

Should you require any further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]