

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who is employed with us at [Company Name].

- **Employee's Position:** [Job Title]

- **Employment Start Date:** [Start Date]

- **Current Employment Status:** [Full-time/Part-time]

- **Annual Salary/Hourly Wage:** [Salary/Wage]

[Employee's Name] has been a valuable member of our team and continues to fulfill their job responsibilities diligently.

If you have any further questions, 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]