

[Your Company Letterhead]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Landlord's Name],

I am writing to confirm the employment status of [Employee's Name], who has applied for rental at your property.

[Employee's Name] has been employed with us at [Company Name] since [Employment Start Date] and currently holds the position of [Job Title]. [He/She/They] works [Full-Time/Part-Time] at an average of [Number of Hours] hours per week and earns an annual salary of [Salary Amount] or [Hourly Wage].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]