

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Name] with [Company's Name].

[Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. Their responsibilities include [Brief Description of Job Responsibilities].

[Employee's Name] is currently working [Full-time/Part-time] with an average work schedule of [Work Hours] per week. Their annual salary is [Salary Amount] (if applicable).

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

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]