

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name]. [He/She/They] has been employed with [Your Company Name] since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] is a [full-time/part-time] employee, and [his/her/their] responsibilities include [briefly outline key responsibilities]. [He/She/They] is a valued member of our team and has shown [mention any notable qualities, achievements or performances].

For reference, [Employee's Name] earns an annual salary of [Salary Amount] and is currently employed [State if employment is active].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]