

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the employment of [Tenant's Name], who has applied for tenancy at [Property Address].

[Tenant's Name] has been employed with [Company Name] since [Start Date]. They currently hold the position of [Job Title] and have an annual salary of [Salary Amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization Name]