

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for [Employee's Name]

This letter is to verify the employment of [Employee's Name] at [Company Name]. [He/She/They] has been employed with us since [Start Date] and currently holds the position of [Employee's Job Title].

During [his/her/their] tenure with our company, [Employee's Name] has demonstrated [positive attributes, e.g., dedication, professionalism, etc.]. [He/She/They] is currently working [full-time/part-time] and earning an annual salary of [Salary Amount] as of [Salary Effective Date].

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]