

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] is employed at [Company Name] as a [Employee's Job Title] since [Start Date]. [He/She/They] is currently working [Full-time/Part-time] and earns an annual salary of [Salary Amount].

If you need further information, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]