

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and is a [full-time/part-time] employee.

As of [current date], [Employee's Name] earns an annual salary of [Salary Amount] and [is/ is not] eligible for bonuses or commissions, which [are/are not] included in the stated salary.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]