

[Your Company Letterhead]

[Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

RE: Employment Verification for [Employee's Name]

I am writing to verify the employment of [Employee's Name] who has applied for a lease at your property.

[Employee's Name] has been employed at [Company Name] since [Start Date] and currently holds the position of [Job Title]. [He/She/They] works on a [full-time/part-time] basis, with an annual salary of [Salary Amount].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]