

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Employment Verification Letter

Dear [Recipient's Name],

I am writing to verify the employment of [Employee's Name], who has been employed at [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently earning a salary of [Salary Amount] per [Month/Year].

[Optional: Brief description of the employee's responsibilities or performance.]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]