

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Verification for [Employee's Name]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title]. [Employee's Name]'s employment status is [full-time/part-time], and [he/she/they] earns an annual salary of [Salary Amount].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]