

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

[Employee Name] is [full-time/part-time] and earns an annual salary of [Salary Amount]. [He/She/They] is responsible for [brief description of job responsibilities].

If you require any additional 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]