

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify that [Employee Name] has been employed with [Company Name] since [Start Date] as a [Job Title]. Currently, [he/she/they] works on a [full-time/part-time] basis and earns a salary of [Employee Salary/Hourly Wage].

[Employee Name] is responsible for [briefly describe job responsibilities/roles]. [Optional: include a sentence or two about employee performance or skills].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]