

# Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

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

As of today, [Employee's Name] is working [full-time/part-time] and earns an annual salary of [Salary Amount].

If you have any further questions regarding [his/her/their] employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]