

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee Name]**, who has been employed with us since **[Start Date]**. **[Employee Name]** holds the position of **[Job Title]** in the **[Department]**.

As of the date of this letter, **[Employee Name]** is a full-time employee, and their annual salary is **[Salary Amount]**.

This employment verification is provided at the request of **[Employee Name]** for the purpose of securing insurance coverage.

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

Sincerely,

[Your Full Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]