

Employment Verification Letter

Date: [Insert Date]

[Employer's Name]

[Employer's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Employer's Email]

Phone: [Employer's Phone Number]

To Whom It May Concern,

This letter is to confirm the employment of **[Employee's Name]** with **[Company Name]** as an **[Job Title]** since **[Employment Start Date]**.

[Employee's Name] has been employed in the capacity of **[Job Title]** and their primary responsibilities include [briefly outline main responsibilities and tasks]. They have consistently demonstrated a high level of professionalism and skill in their role.

Their gross salary is **[Salary Amount]** per **[Pay Period]**.

If you require any further information or specific details regarding their employment, please feel free to contact me directly at [Employer's Phone Number] or [Employer's Email].

Thank you for your attention to this matter.

Sincerely,

[Employer's Name]

[Employer's Title]

[Company Name]