

Employment Verification Letter

Date: [Insert Date]

[Employee's Name] [Employee's Address] [City, State, Zip Code]

[Your Name] [Your Position] [Company Name] [Company Address] [City, State, Zip Code]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is currently employed with [Company Name] as a [Job Title] since [Start Date]. [He/She/They] works on a [Full-time/Part-time] basis and earns an annual salary of [Salary Amount].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (optional)]

[Your Printed Name] [Your Position] [Company Name]