

Employment Verification Letter

Date: [Insert Date]

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

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name] with [Company Name].

[Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title]. [He/She/They] work[] a total of [Hours per Week] hours per week.

The annual salary of [Employee's Name] is [Salary Amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name] [Your Job Title] [Company Name] [Company Address] [City, State, Zip Code]
[Phone Number] [Email Address]