

Employment Verification Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Employment Start Date]. [He/She/They] holds the position of [Job Title] and [his/her/their] current gross annual salary is [Salary Amount].

[Employee's Name] works a total of [XX] hours per week and [has/has not] any additional sources of income through this employment.

If you require any further information, 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]
[Phone Number]
[Email Address]