

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify that [Employee's Name] has been employed with [Company's Name] since [Start Date]. [He/She/They] currently holds the position of [Job Title] and works on a [full-time/part-time] basis.

[Employee's Name] is earning an annual salary of [Salary Amount] and is a valued member of our team.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]

[Company's Phone Number]