

# Employment Verification Notice

Date: [Insert Date]

To Whom It May Concern,

This letter serves as verification of employment for [Employee's Name] who has been employed with [Company Name] since [Start Date].

Here are the details regarding their employment:

- **Position:** [Job Title]
- **Employment Status:** [Full-Time/Part-Time]
- **Annual Salary:** [Salary Amount]

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]