

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the employment of [Employee's Name], who is currently employed at [Company Name] as a [Job Title]. [Employee's Name] has been with our organization since [Start Date] and is a valued member of our team.

As a [Job Title], [he/she/they] is responsible for [briefly describe job responsibilities]. [Employee's Name] works [full-time/part-time] and maintains a regular work schedule of [hours worked per week].

For the purpose of financial institution verification, below are the relevant employment details:

- Employee ID: [Employee ID]
- Department: [Department]
- Annual Salary: [Salary Amount]

If you require any further information, please do not hesitate to contact me at [Contact Information].

Sincerely,

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