

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Subject: Employment Status Verification

Dear [Recipient's Name],

This letter is to confirm the employment status of [Employee's Name], who is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been working with us since [Start Date] and [is currently/has been] employed on a [full-time/part-time] basis.

[Employee's Name] earns an annual salary of [Salary Amount] and is in good standing with our organization.

If you require any further 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]

[Company Phone Number]

[Company Email Address]