

Employment Verification Letter

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name] is employed at [Company Name] since [Start Date] as a [Job Title].

[Employee's Name] is currently employed on a [full-time/part-time] basis and earns a salary of [Salary Amount] per [hour/week/month/year].

If you require any further information regarding [Employee's Name]'s employment, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]