

[Your Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who is currently employed with us.

Employee Name: [Employee's Name]

Position: [Employee's Job Title]

Department: [Employee's Department]

Employment Status: [Full-time/Part-time]

Date of Hire: [Employee's Start Date]

Current Salary: [Employee's Salary]

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]