Verification of Employment

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of [Employee Name], who is currently employed with [Company Name] as a [Job Title] since [Employment Start Date].

Employee ID: [Employee ID]

Department: [Department Name]

The employee's current salary is [Salary Amount] per [Pay Period].

If you have any further questions regarding this employment verification, please feel free to contact me at [Contact Number] or [Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Phone Number]