

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter serves to verify the employment and salary of [Employee's Name], who is currently employed with [Company's Name] as a [Job Title] since [Employment Start Date].

As of the date of this letter, [Employee's Name] has a gross annual salary of \$[Annual Salary] and an hourly wage of \$[Hourly Wage] if applicable. The employee is a full-time/part-time employee, working [Number of Hours] hours per week.

If you require any further information, please do not hesitate to contact us at [Company's Phone Number] or [Company's Email Address].

Sincerely,

[Employer's Name]

[Employer's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Company's Phone Number]

[Company's Email Address]