

Salary Verification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment and salary details of [Employee's Name], who has been employed with us at [Company Name] since [Employment Start Date].

As of [Current Date], [Employee's Name] holds the position of [Employee's Job Title]. Their annual salary is [Employee's Salary].

Please feel free to contact us if you need any further information or clarification regarding this verification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]