

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

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

[Employee's Name] is a full-time employee, working an average of **[Number of Hours]** hours per week. Their current annual salary is **[Annual Salary]**.

If you require any further information, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter.

Sincerely,

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