

# Employment Verification Letter

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

[Lender's Name]  
[Lender's Company]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

This letter is to verify the employment of [Employee's Name], who is employed with [Company's Name] since [Start Date] and currently holds the position of [Job Title]. [Employee's Name] is a full-time employee, and his/her annual salary is [Salary Amount].

Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]