

Employment Verification Letter

Date: [Insert Date]

[Your Company's Letterhead]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

To Whom It May Concern,

This letter is to verify that [Employee's Full Name], who resides at [Employee's Address], is employed with [Company Name] as a [Job Title]. [He/She/They] has been with the company since [Start Date].

Currently, [Employee's Full Name] works on a [Full-time/Part-time] basis and [his/her/their] annual salary is [Salary Amount].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Company Name]