

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to verify the employment of **[Employee Name]** who has been employed with **[Company Name]** since **[Start Date]**.

[Employee Name] holds the position of **[Job Title]** and is currently employed as a **[Full-Time/Part-Time]** employee. Their annual salary is **[Salary Amount]**.

This letter is intended for use in support of their employee benefits application.

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

Thank you.

Sincerely,

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