

# Employment Status Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment status of:

**[Employee's Name]**

**[Employee's Position]**

**[Employee's Department]**

Employee ID: [Employee ID]

[Employee's Name] has been employed with [Company Name] since [Start Date] and is currently employed as [Position]. They work a total of [hours/week] and their employment status is [full-time/part-time/contract].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]