

# Employment Verification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify the employment of [Employee's Full Name], who has been employed with [Company Name] since [Employment Start Date].

[Employee's Name] currently holds the position of [Job Title] and works [Full-time/Part-time]. Their current annual salary is [Salary Amount].

This employment verification is provided at the request of [Employee's Name] for the purpose of supporting their credit application.

If you have any questions regarding this verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]