

[Your Company's Letterhead]

[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 Name] at [Your Company Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

[He/She/They] works [Full-time/Part-time] and [his/her/their] current salary is [Salary Amount] per [hour/year]. [He/She/They] is a valued member of our team, and we can confirm that [he/she/they] is employed here in good standing.

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Phone Number]

[Company Address]