

# 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 Name] at [Company Name].

[Employee's Name] has been employed with us since [Start Date] and holds the position of [Job Title]. As of today, [he/she/they] is currently employed on a [full-time/part-time] basis.

[He/She/They] earns an annual salary of [Insert Salary] and [is eligible/is not eligible] for benefits.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]