

Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the employment of **[Employee's Name]**, who is currently employed with **[Company Name]** as a **[Job Title]** since **[Employment Start Date]**.

[Employee's Name] has been working with us in a full-time capacity and receives an annual salary of **[Salary Amount]**.

Should you require any further information or clarification regarding **[Employee's Name]**'s employment status, please do not hesitate to contact me at **[Your Contact Information]**.

Thank you.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Number]
[Email Address]