

# Employment Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the employment of **[Employee's Full Name]**, who has been employed with **[Company Name]** since **[Start Date]** as a **[Job Title]**.

During their tenure, **[Employee's Full Name]** has been a valuable member of our team, demonstrating diligence and professionalism in their role. Their current employment status is **[Full-time/Part-time/Contract]**, and they are receiving a salary of **[Monthly/Annual Salary]**.

If you require any further information regarding **[Employee's Full Name]**'s employment details, please feel free to contact me at **[Phone Number]** or via email at **[Email Address]**.

Thank you for your attention to this matter.

Sincerely,

**[Your Name]**  
[Your Job Title]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]