

# Employment Verification Letter

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to verify the employment of [Employee's Name], who has been employed with [Company Name] since [Employment Start Date]. [He/She/They] currently holds the position of [Job Title] and works [Full-time/Part-time] at [Company Address].

[Employee's Name] earns an annual salary of [Salary Amount], and is a valued member of our team.

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

Thank you,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]