

Employment Verification Letter

Date: [Insert Date]

[Your Company's Letterhead]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

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

[Employee's Name] has a current annual salary of [Salary Amount]. [He/She/They] works [full-time/part-time] and is considered a valued member of our team.

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

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]