

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the employment status of [Employee's Name], who is currently employed with us at [Company Name].

[Employee's Name] has been working with us since [Start Date] and holds the position of [Job Title]. They are currently employed on a [full-time/part-time] basis with an annual salary of [Salary Amount].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or verification.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]