

Employment Verification Letter

Date: [Insert Date]

[Your Company's Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To Whom It May Concern,

This letter is to verify that [Employee's Name] is currently employed with [Company Name] as a [Job Title]. [He/She/They] has been with our organization since [Employment Start Date].

[Employee's Name] is a full-time employee and is compensated at a rate of [Salary/Hourly Rate]. [He/She/They] works an average of [Number] hours per week.

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 for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]